

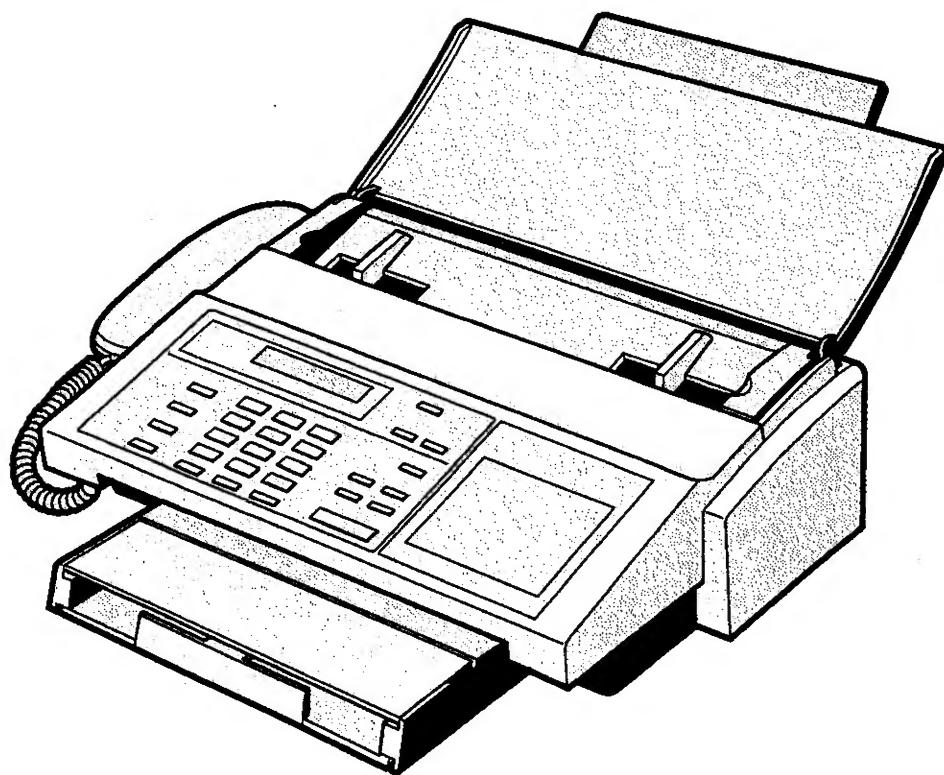
**Panasonic®**

**Facsimile**

# **Panafax® UF-322**

**Model No. UF-322**

## **User's Guide**



## **IMPORTANT INFORMATION**

When requesting information, supplies, or service always refer to the model and serial number of your machine. The model and serial number's plate (Main Name Plate) is located on the machine as shown below. For your convenience, space is provided below to record the information you may need in the future.

Model No. UF-322

Serial No.

**Date of Purchase**

Dealer

### Address

**Telephone Number**

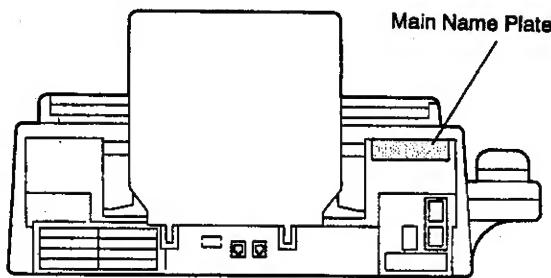
( ) -

**Supplies Telephone Number**

( ) -

**Service Telephone Number**

( ) -



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The contents of this User's Guide are subject to change without notice.

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## **QUICK GUIDE**

Thank you very much for purchasing the Panafax **UF-322**.

The **UF-322** is one of the most advanced models in the Panafax family of G3 compatible, desktop facsimile machines.

Some of its many features are

**1. Plain Paper Printing**

Plain paper printing means you can easily write on received documents with a pen or pencil. Documents do not curl, making filing easier. In addition, plain paper does not fade, making it ideal for long term storage of important documents.

**2. Easy Maintenance**

Maintenance requires only changing a print cartridge, making it quicker and easier than with other types of plain paper fax machines.

**3. Memory Function**

A standard image memory feature allows you to store up to 28 standard pages into the document memory. After the **UF-322** stores your documents, it can send them to selected station(s) automatically. You do not have to wait until the transmission ends before retrieving your originals.

**4. Fax / Telephone Auto Switch**

The **UF-322** differentiates between an incoming fax or voice call and automatically switches the circuit to either receive a document or to ring until you pick up the telephone. With the **UF-322** you do not require a separate telephone line for your fax.

[ Note : For some countries, this feature is not available because of the country's regulation. ]

**5. TAM Interface**

A Telephone Answering Machine (TAM) can be connected to the **UF-322**. The **UF-322** determines whether the signal from the calling side is a fax or voice call. If it is a fax, the **UF-322** will switch the telephone line to start the fax communication. If a fax signal is not detected, the **UF-322** will stay in the TAM mode and the caller can leave a message.

[ Note : For some countries, this feature is not available because of the country's regulation. ]

**6. 64 level Panasonic Super Gray Scale**

The **UF-322** offers a 64-level Super Gray Scale using Error Diffusion technology. Switching to this mode assures clear, realistic reproduction of photographs and text, brochures, and illustrations.

**7. Panasonic Super Smoothing**

The **UF-322** incorporate's a new sophisticated Image processing technology to enhance the print quality of an ordinary received fax Image by smoothing out the curving edge of a character to reproduce a high quality document.

**8. Selective Reception**

To prevent unwanted faxes being received by comparing the ID Number of the transmitting machine with the telephone number stored in the built-in automatic telephone dialer.

With a little practice, anyone can learn how to use the most popular features of the **UF-322**.

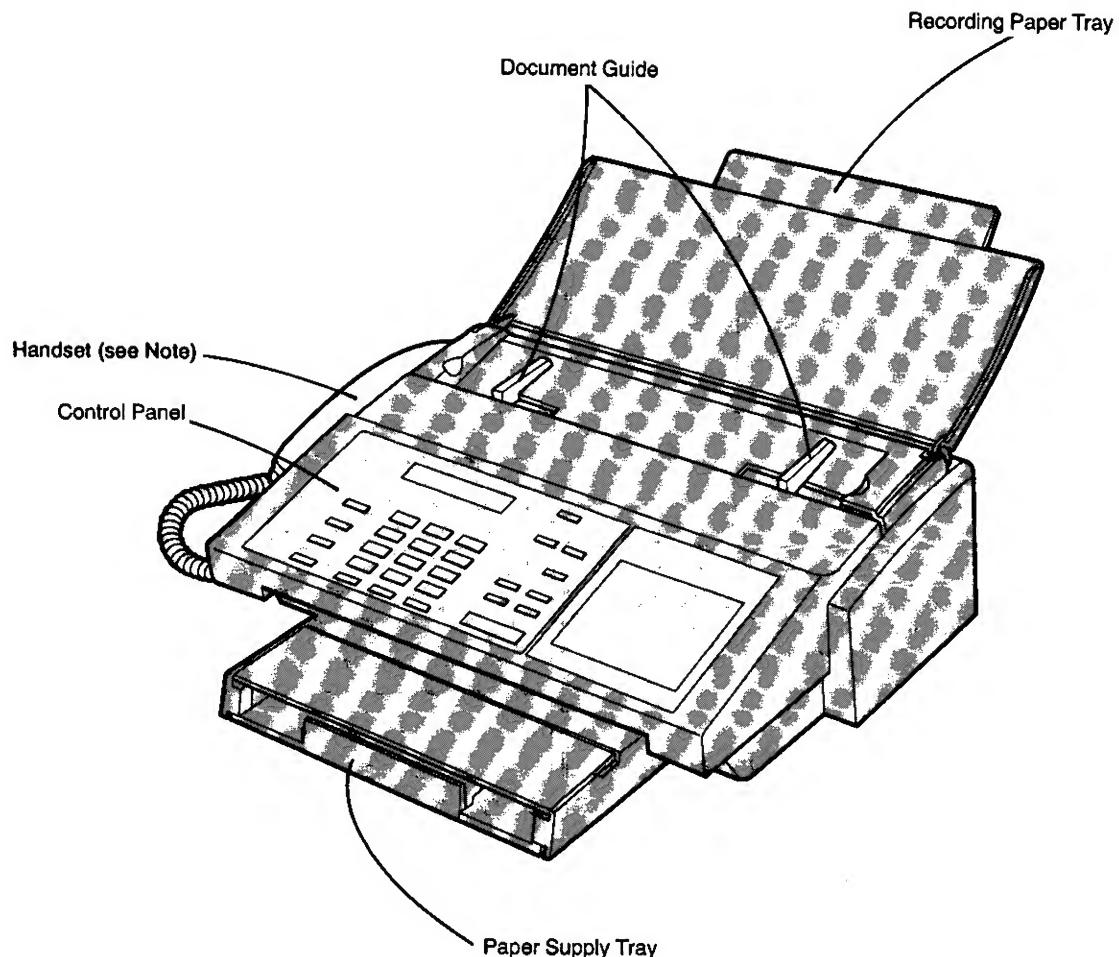
This User's Guide will help you to use your **UF-322** quickly and easily. The Table of Contents shows where to find information on each feature. Although we recommend that you review each section briefly, it will only be necessary to read the sections that contain the feature(s) you will be using.



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# External View

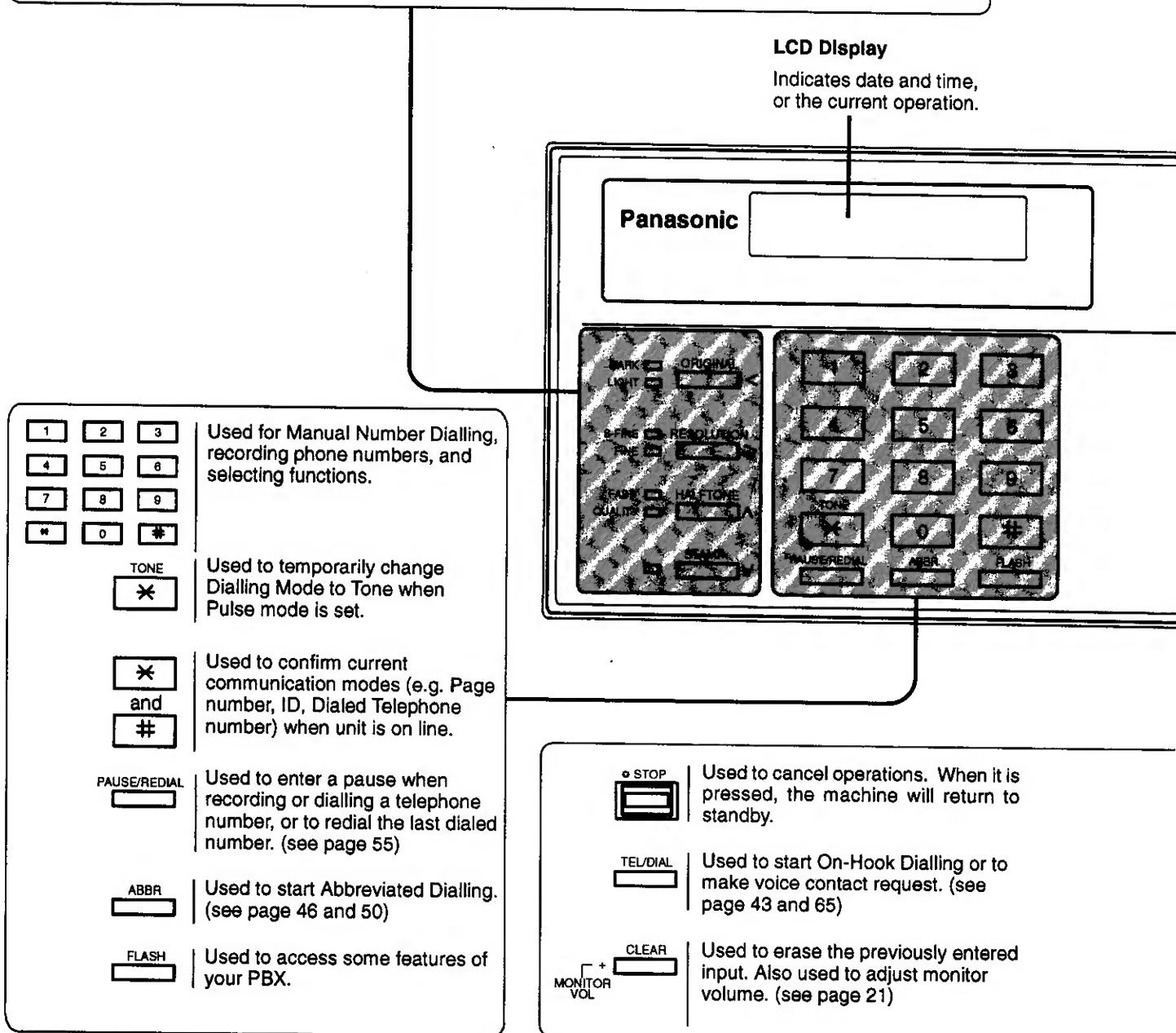
1



**Note:** For some countries, the handset is not attached because of the country's regulation or specification.

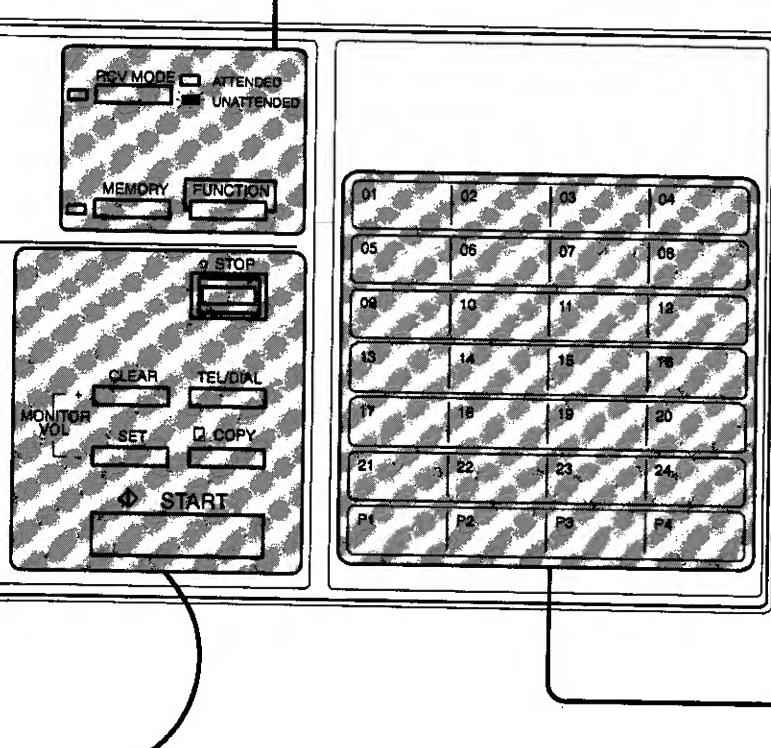
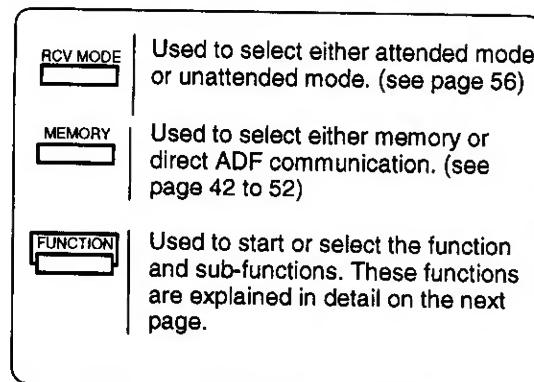
# Control Panel

ORIGINAL	Used to set Normal, Light, or Dark. (see page 39) Also serves as an arrow key (<) to move the cursor over recorded numbers and characters.
RESOLUTION	Used to set Standard, Fine, Super-Fine. (see page 39) Also serves as an arrow key (>) to move the cursor over recorded numbers and characters.
HALFTONE	Provides OFF, QUALITY or FAST settings for halftone documents (see page 40). Also used for followings.
STAMP	<ul style="list-style-type: none"> <li>• Confirm entered station for multi-station communication.</li> <li>• Select functions.</li> </ul>



# Control Panel

1



**MONITOR VOL** | Used to set operations. Also used to adjust monitor volume. (see page 21)

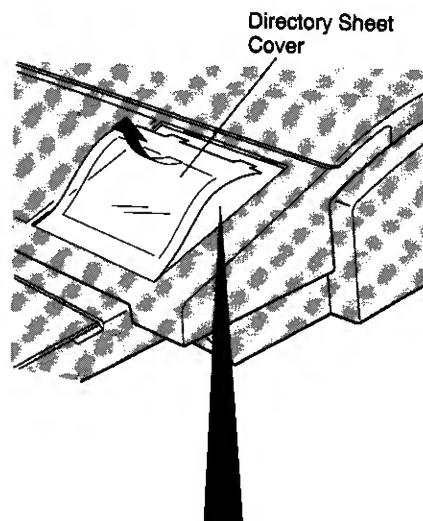
**Q COPY** | Used to make photo copies. (see page 64)

**◊ START** | Used to start operations.

**One-Touch Keys (01-24)**  
Used for One-Touch Dialling. (see page 45 and 49)

**Program Keys (P1-P4)**  
Used to record long dialling procedures or Group Dialling Number keys. (see page 72 to 77)

**Character Keys**  
The One-Touch Keys and Program Keys also serve as character and symbol input keys which are used to record your LOGO and station name. The character key template is printed on the panel under the directory sheet cover.

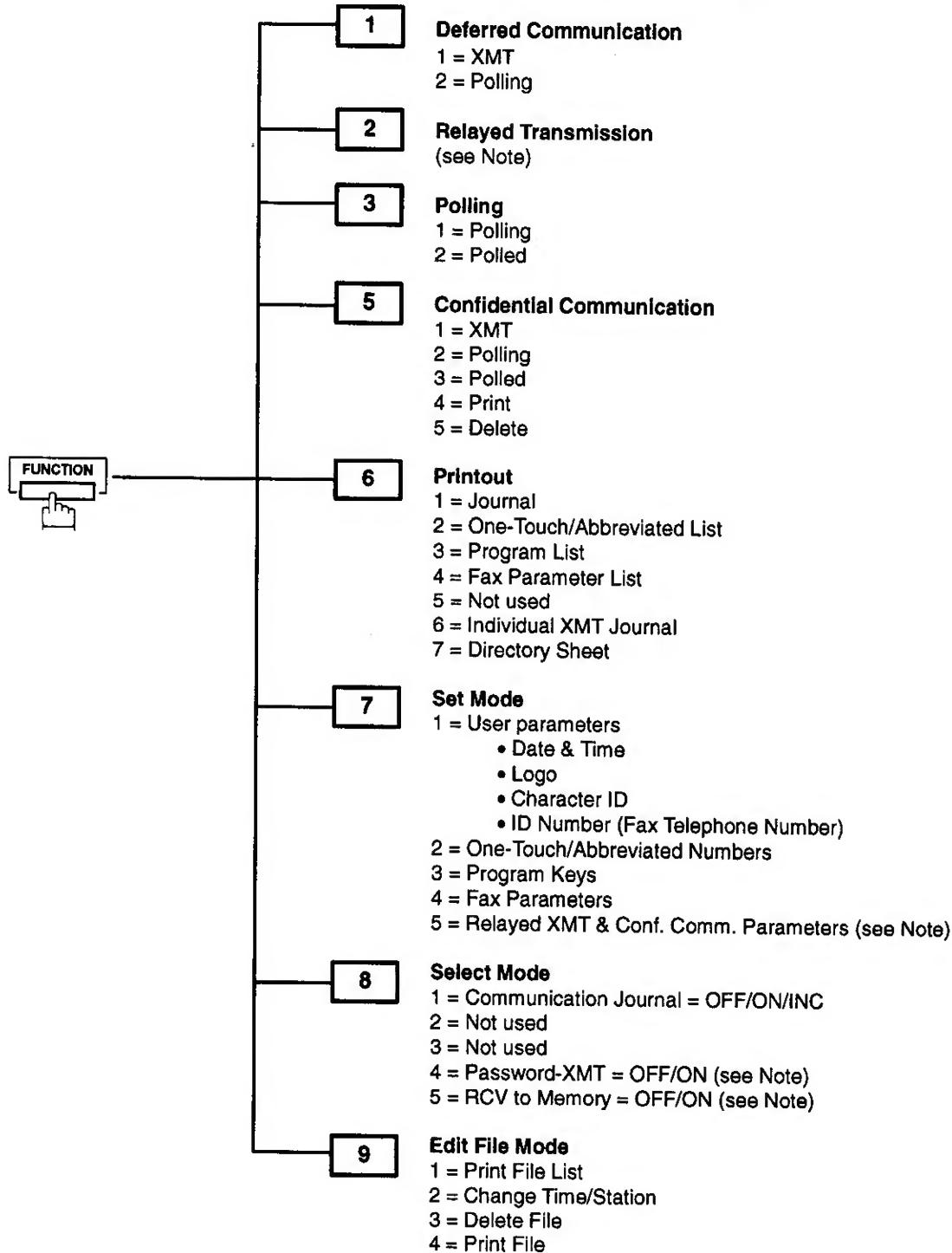


01 Å	02 Ä	03 Ö	04 Ü
A	B	C	D
05 ð	06 é	07 í	08 æ
E	F	G	H
09 î	10 ï	11 ï	12 î
I	J	K	L
13 ï	14 ï	15 +	16 -
M	N	O	P
17 &	18 (	19 )	20 <
Q	R	S	T
21 >	22 ’	23 ,	24 .
U	V	W	X
P1 : Y	P2 ; Z	P3 SPACE	P4 UPPER LOWER

**Note:** Whenever One-Touch keys are changed to the character key mode (to record your LOGO and station names), use the **UPPER/LOWER** key to switch between upper and lower character set.

# Function Key

Any function can be started by first pressing **[FUNCTION]** and then enter the function number, or by pressing **[]** or **[]** scroll key repeatedly until the desired function appears on the display.



**Note:** If Fax Parameter is not preset to Valid position, which enables you to use the function, the display will not show the function.

# Safety Information

## ⚠ WARNING

denotes a potential hazard that could result in serious injury or death.

- TO PREVENT FIRE OR SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.
- TO MINIMIZE THE POSSIBILITY OF SHOCK OR DAMAGE TO THE MACHINE, IT MUST BE PROPERLY GROUNDED.
- WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET-OUTLET SHOULD BE NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.
- PLUG POWER SUPPLY CORD INTO ORDINARY AC OUTLET BEFORE CONNECTING TELEPHONE LINE CORD. DISCONNECT TELEPHONE LINE CORD BEFORE UNPLUGGING POWER SUPPLY CORD FROM AC OUTLET.
- DISCONNECT THE EQUIPMENT IMMEDIATELY SHOULD IT EVER SUFFER PHYSICAL DAMAGE WHICH RESULTS IN THE INTERNAL PARTS BECOMING ACCESSIBLE IN NORMAL USE. IN THIS INSTANCE USERS SHOULD HAVE THE EQUIPMENT REPAIRED OR DISPOSE OF.
- IF THE POWER SUPPLY CORD AND/OR TELEPHONE LINE CORD OF THIS EQUIPMENT ARE DAMAGED, THEY MUST BE REPLACED BY THE SPECIAL CORDS SUPPLIED BY AN AUTHORIZED PANASONIC SERVICE CENTRE.

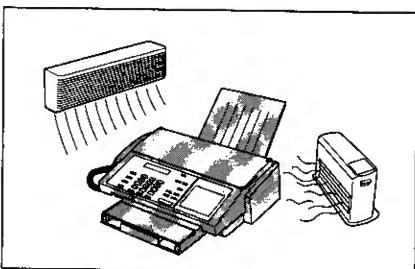
## ⚠ CAUTION

- 1 When you know that a thunderstorm is coming, we recommend that you:
  - (1) Unplug the telephone line cord from the phone jack.
  - (2) Turn off the power and unplug the power supply cord from the AC outlet.
- 2 This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.
- 3 The operation of this equipment on the same line as telephones or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact telecom (telephone company) faults service.

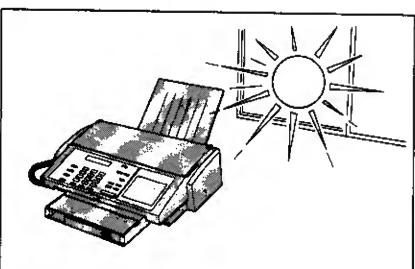
# Safety Information

## ⚠ CAUTION

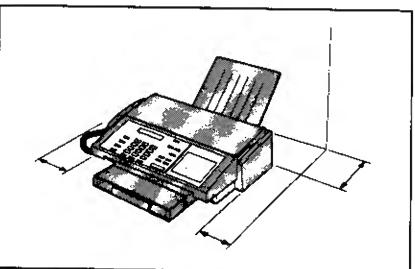
denotes hazards that could result in minor injury or damage to the machine.



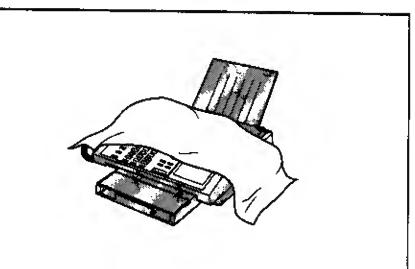
Do not install the machine near heating or air conditioning unit.



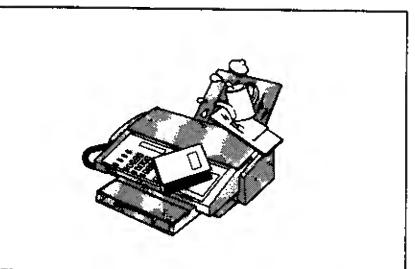
Avoid exposure to direct sunlight.



Install the machine on a flat surface, leave at least 10 cm of space between the machine and other objects.



Do not block the ventilation openings.

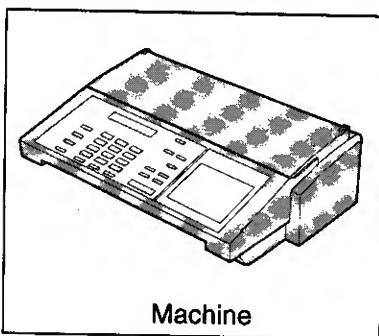


Do not place heavy objects, or spill liquids on the machine.

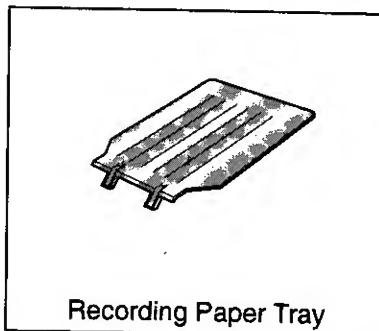
# Main Unit and Accessories

2

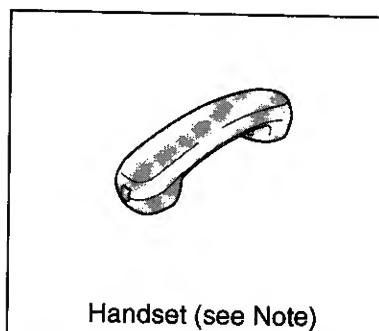
Unpack the carton and check that you have all accessories illustrated.



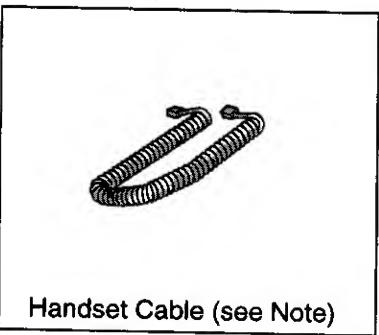
Machine



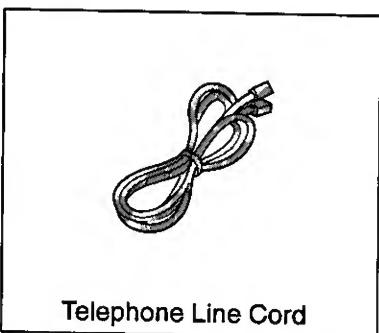
Recording Paper Tray



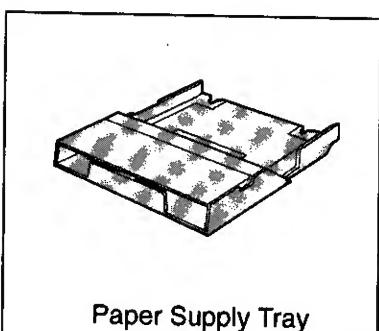
Handset (see Note)



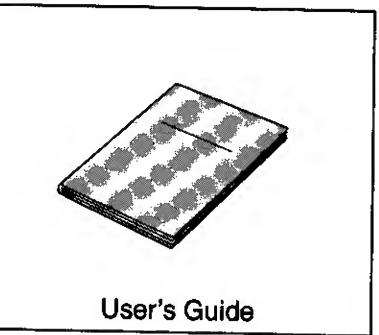
Handset Cable (see Note)



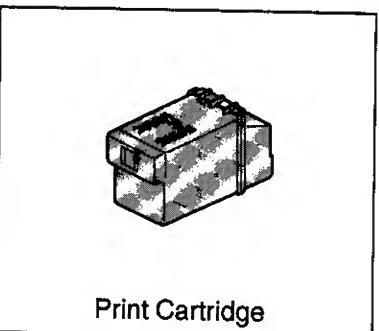
Telephone Line Cord



Paper Supply Tray



User's Guide

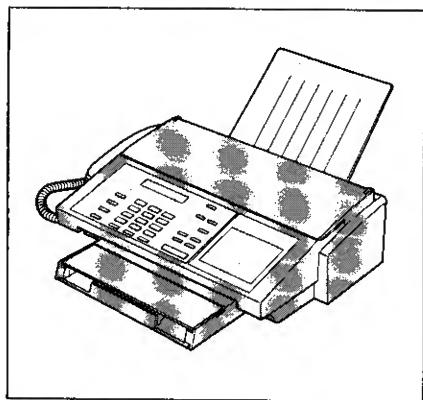


Print Cartridge



**Note:** For some countries, these accessories are not attached because of the country's regulation or specification.

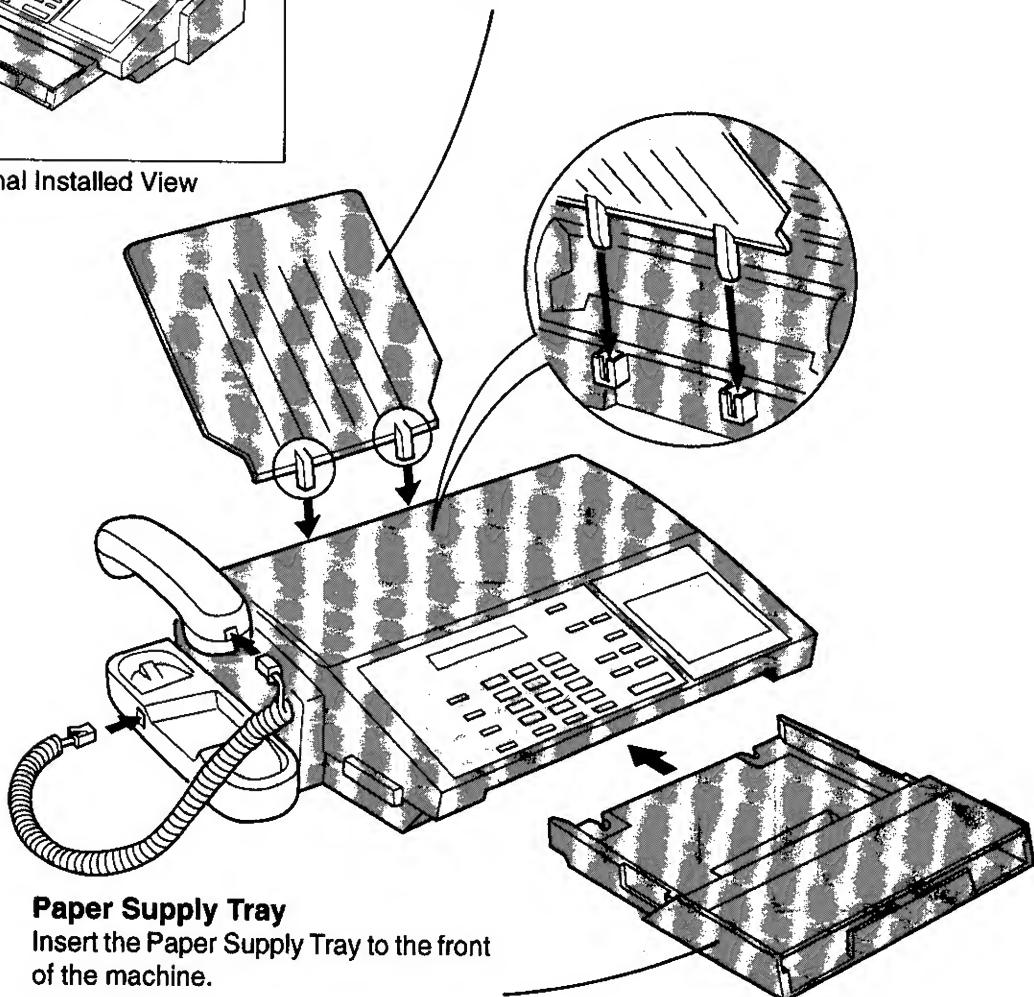
# Installing Accessories



Final Installed View

## Recording Paper Tray

Hook the projections of the Recording Paper Tray into the square holes on the rear of the machine.

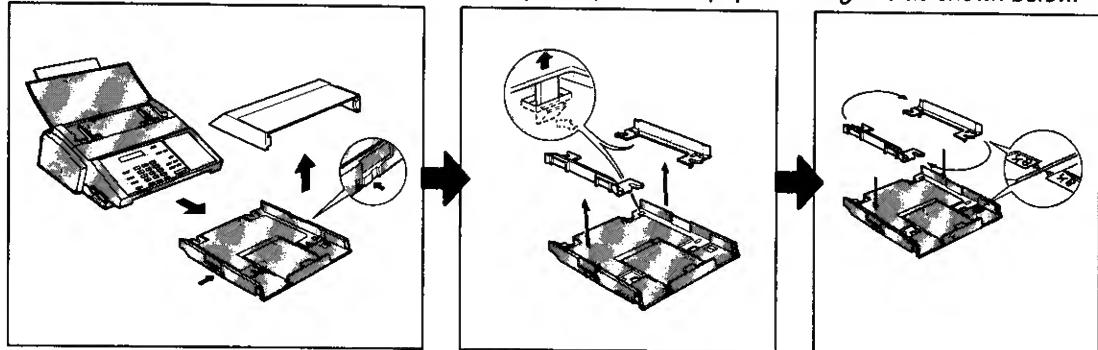


## Paper Supply Tray

Insert the Paper Supply Tray to the front of the machine.

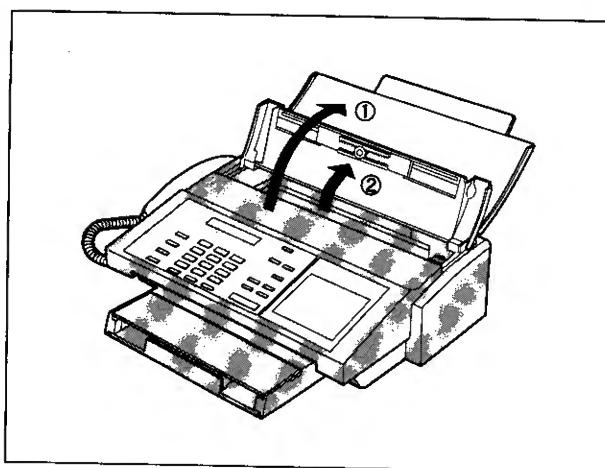


*Note: If you wish to use Letter/Legal size paper, change the position of paper width guide as shown below.*



# Installing Print Cartridge

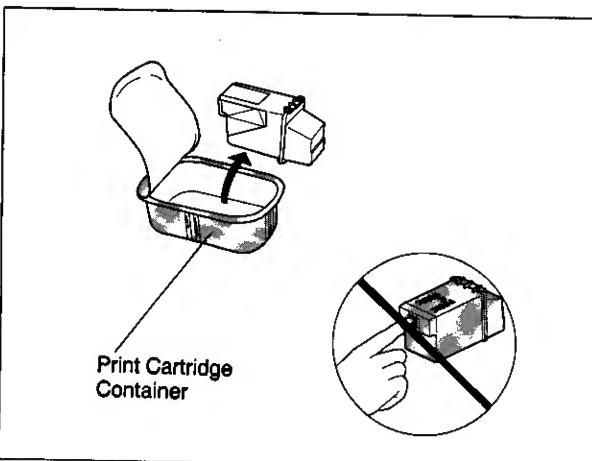
1



① Open the Document Tray.

② Open the Printer Cover.

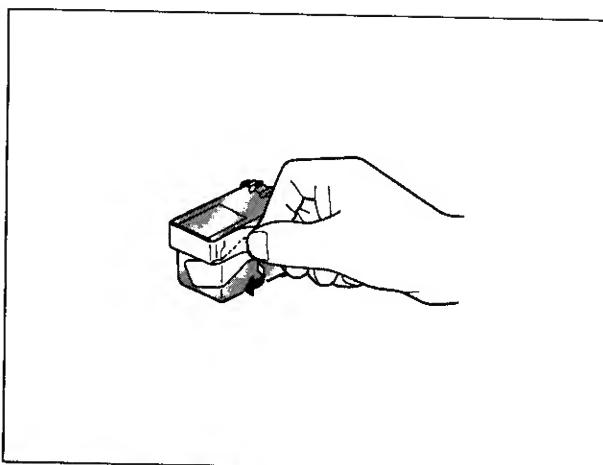
2



Open the Print Cartridge Container. Grasp the Print Cartridge by the green part and remove it from its container.

Take care not to touch the copper "Ribbon" located on the front edge of the Print Cartridge. Also be sure that the copper "Ribbon" does not come in contact with any surface.

3



Gently remove the protective tapes from the front of the Print Cartridge.

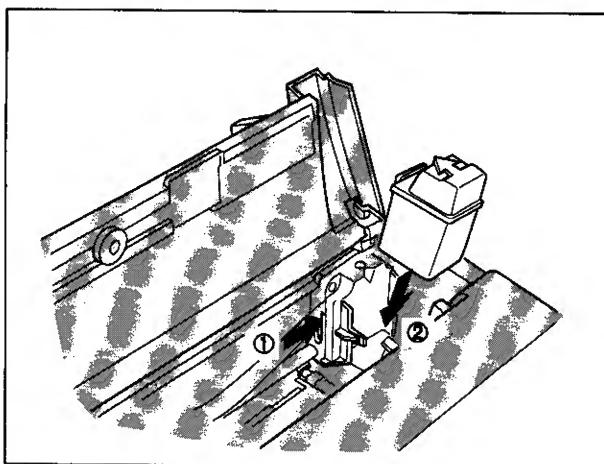


**CAUTION**

The ink in the Print Cartridge may be harmful to children if swallowed. Keep new or used cartridges out of the reach of children and immediately discard used cartridge.

# Installing Print Cartridge

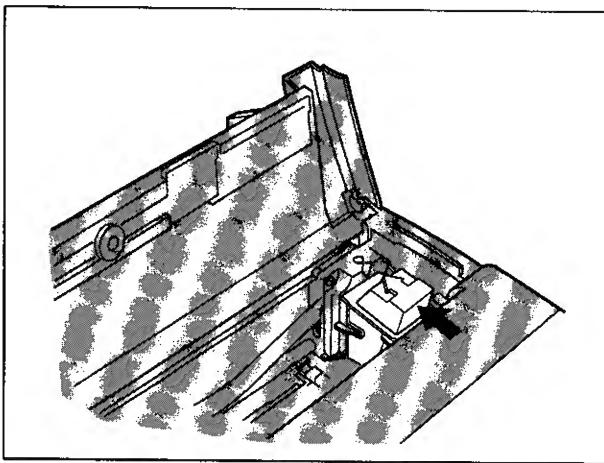
4



① Slide the Print Cartridge Cradle all the way to the right of the machine.

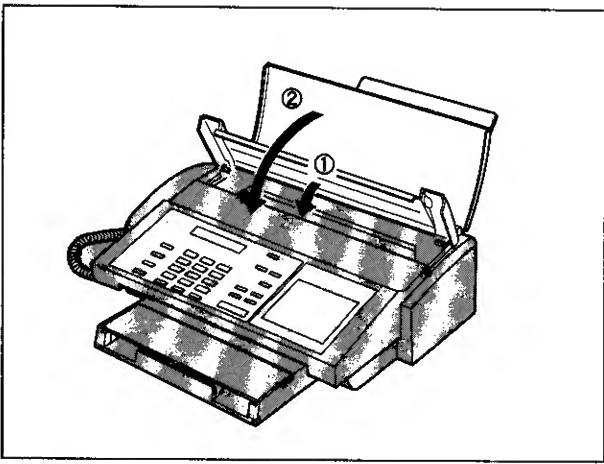
② Insert the Print Cartridge into the cradle with the green arrow on the cartridge top pointing to the green dot on the top of the cradle.

5



Push the cartridge into the cradle, snapping the cartridge into place.

6



① Close the Printer Cover.

② Close the Document Tray.

# Loading Recording Paper

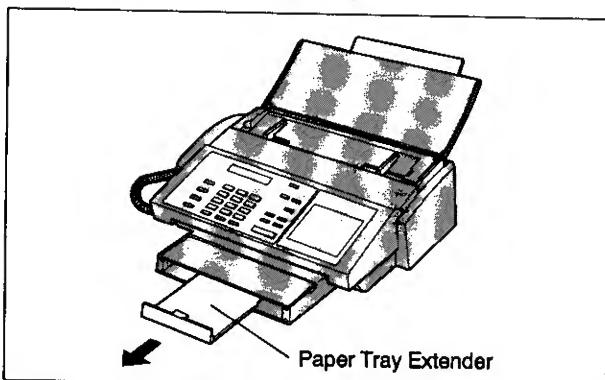
2

## Paper Specifications

In general, most bond papers will produce excellent results. Most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for. For detailed recommended paper specifications, see page 137.

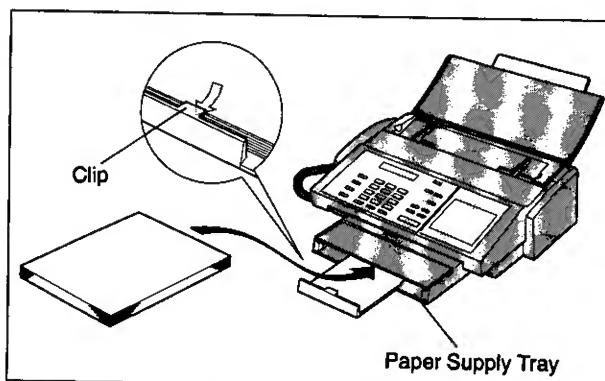
## How to Load Recording Paper

1



Pull out the Paper Tray Extender.

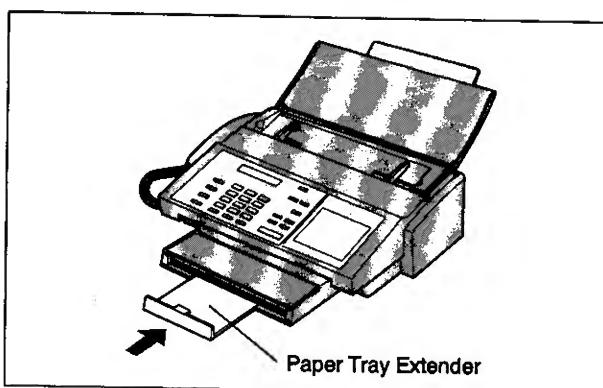
2



Insert a stack of paper about 12 mm thick (approximately 100 sheets of paper) squarely into the Paper Supply Tray.

**Caution:** Make sure that the paper does not exceed over the clip of the paper tray extender.

3



Slide the Paper Tray Extender in toward the paper to hold the paper against the printer.

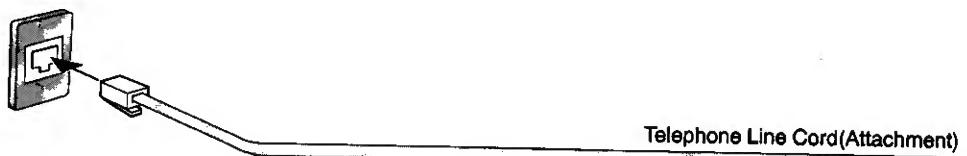


**Note:** 1. The setting of Fax Parameter No. 23 (Recording Paper Size) must be set according to the paper you have loaded. (see page 34)  
2. Do not add the recording paper while machine is printing a document.

# Connecting the Telephone Line Cord and Power Cord

## ■ Telephone Line Cord

Plug one end of the telephone line cord into the telephone jack supplied by the telephone company and the other end into the LINE jack on the rear of the machine.



## ■ Power Cord

Plug the Power Cord into an ordinary AC outlet.

**Warning : This apparatus must be properly grounded.**



**Note:**

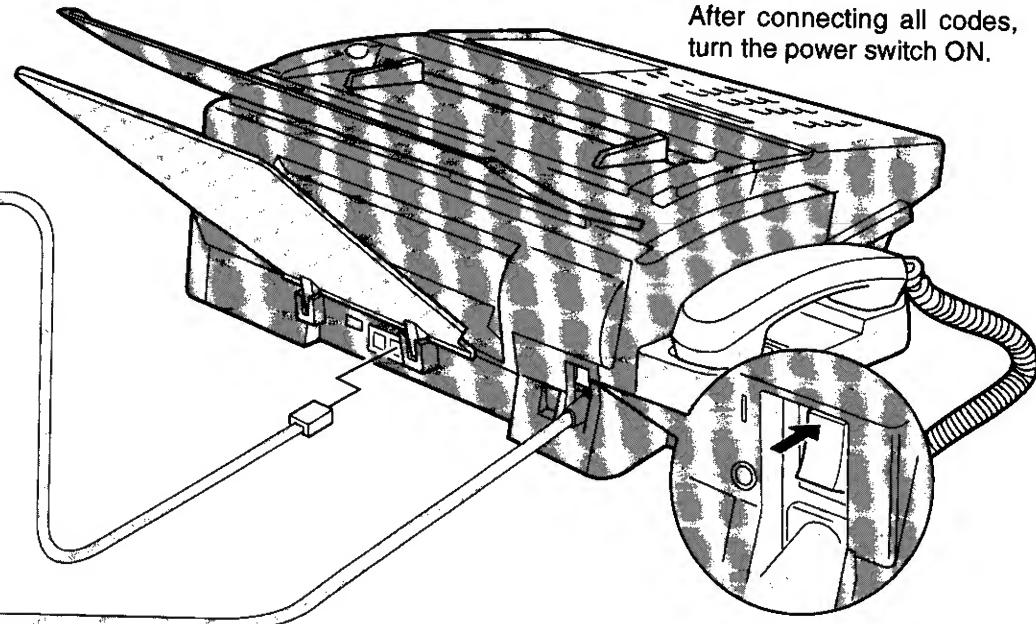
1. When you turn the power switch ON, the ADF Protective Sheet will be ejected automatically.
2. Your machine uses little power and you should keep it ON at all times. If the power is turned OFF for too long, the contents of the memory will be lost.
3. Your machine has 2 separate rechargeable batteries to preserve the memory contents in case of a short term power failure. One for the machine parameters (such as LOGO, ID Number, Auto-dialer Telephone Number, etc.) which can back up for 10 days and the other one for the document memory, which can back up for 1 hour when fully charged.
4. The built-in rechargeable batteries requires 48 hours to be fully charged in the machine.

## Connecting the Telephone Line Cord and Power Cord

2

### ■ Power Switch

After connecting all codes,  
turn the power switch ON.



# Setting the Dialling Method (Tone or Pulse)

Your machine can operate with either of two dialling methods (Tone or Pulse), depending on the type of telephone line you are connected to. If you need to change the dialling method to Tone or Pulse, follow the procedure below.

**1**



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

**2**



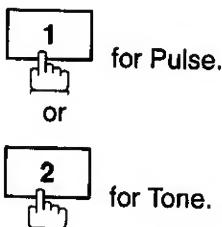
FAX PARAMETER (01-53)  
NO. =

**3**



06 DIALLING METHOD  
2:TONE

**4**



06 DIALLING METHOD  
1:PULSE

or

06 DIALLING METHOD  
2:TONE

**5**



# Adjusting Volume

2

You can adjust the monitor volume and ringer volume on your machine. The built-in speaker enables you to hear the dial tone, dialling signals, and busy tone. The ringer sounds when your machine receives a call.

## Setting Monitor Volume

You can adjust the volume by using both **CLEAR** and **SET**.

The following describes the method of using **CLEAR** and **SET**.

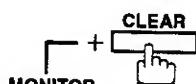
1



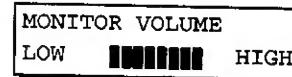
You will hear the dial tone through the speaker.

\* DIALLING \*

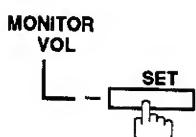
2



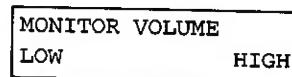
repeatedly to raise the volume.



or



repeatedly to lower the volume.

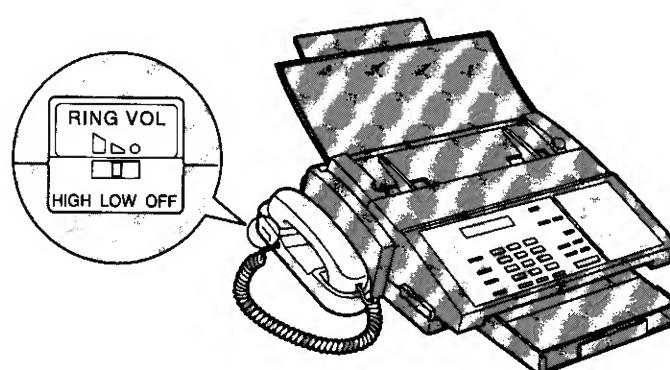


3



## Setting Ringer Volume

The ringer volume is located on the upper left of the handset cradle. Move the switch to a desired position, either high, low or off.



**Note:** You can also adjust the volume of the key touch tone and the volume of the buzzer in Fax Parameter No. 10 (KEY/BUZZER VOLUME). (see page 33)

# User Parameters

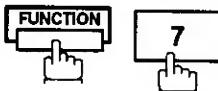
Your facsimile machine has several basic settings (User Parameters) to help you keep records of the documents you send or receive. For example, the built-in clock keeps the current date and time, and your LOGO and ID Number help to identify you when you send or receive documents.

If a power failure occurs, a built-in battery will back up this information for up to 10 days when it is fully charged.

## Setting the Date and Time

At standby the display will show the date and time. Once the standby display is set, it will automatically be updated.

**1**



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

**2**



1:USER PARAMETERS?  
PRESS SET TO SELECT

**3**



DATE & TIME  
1-01-0000 00:00

**4**

Enter the new date and time.

Ex: **0 8**

**1 2**

**1 9 9 3**

**1 5 0 0**

Date : 08th

Month : December

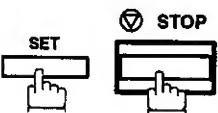
Year : 1993

Time : 3:00 PM

DATE & TIME  
08-12-1993 15:00

If you make a mistake, use the < **ORIGINAL** and  
> **RESOLUTION** to move the cursor to the incorrect  
number and enter the new number over it.

**5**



# User Parameters

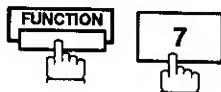
2

## Setting Your LOGO

When you send a document, your LOGO appears on the top of the copy printed out at the other station.

The LOGO helps to identify you to someone who receives your document.

1



SET MODE (1-5)  
ENTER NO. OR ▲ V

2



1:USER PARAMETERS?  
PRESS SET TO SELECT

3



repeatedly until display shows:

LOGO

4

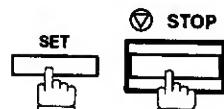
Enter your LOGO (max. 25 characters and digits) by using the Character keys (see page 9).

Ex: P A N A S O N I C

LOGO  
PANASONIC

If you make a mistake, use < ORIGINAL and > RESOLUTION to move the cursor to the incorrect character and enter the new character over it.  
If more than 19 characters are entered, the left side characters will scroll off the display.

5

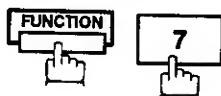


# User Parameters

## Setting Your Character ID

If the remote machine has a Character ID capabilities, when you are sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on your display.

**1**



SET MODE (1-5)  
ENTER NO. OR ▲▼

**2**



1:USER PARAMETERS?  
PRESS SET TO SELECT

**3**



repeatedly until display shows:

CHARACTER ID



**4**

Enter your Character ID (max. 16 characters) by using the Character keys (see page 9).

Ex: H E A D **SPACE** O F F I C E

CHARACTER ID  
HEAD OFFICE

If you make a mistake, use < **ORIGINAL** and > **RESOLUTION** to move the cursor to the incorrect character and enter the new character over it.

**5**



**Note:** The special characters of Å, Ä, Ö, Ü, Æ, è and é cannot be used for Character ID.

# User Parameters

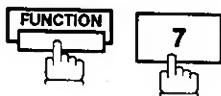
2

## Setting Your ID Number (Fax Telephone Number)

If the remote machine does not have a Character ID but it has an ID Number, when sending or receiving, your ID Number will appear on the remote machine's display and their ID Number will appear on your display.

We suggest you use your facsimile telephone number as your ID number for up to 20 digits long.

1



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

2



1:USER PARAMETERS?  
PRESS SET TO SELECT

3



repeatedly until display shows:

ID NO.

4

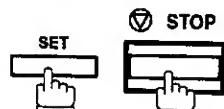
Enter your ID (max. 20 digits) by using the key pad and SPACE.

Ex: 2 0 1 SPACE 5 5 5  
SPACE 1 2 1 2

ID NO.  
201 555 1212

If you make a mistake, press CLEAR to erase the number then reenter the correct number.

5



**Note:** 1. You may use \* to enter a "+" character at the beginning of the ID number to indicate the following digit(s) for your country code.

Ex: +1 201 555 1212      +1 for U.S.A. country code.  
+81 3 111 2345      +81 for Japan country code.

2. For some countries, this feature is not available depending on the country's regulation.  
The display may not show this feature.



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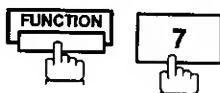
# One-Touch/Abbreviated Dialling Numbers

## Entering One-Touch/Abbreviated Dialling Numbers

One-Touch and Abbreviated Dialling are two fast ways of dialling full telephone numbers. To use these dialling methods, you must first store the telephone number using the following procedure.

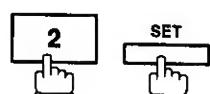
To enter a One-Touch key, follow these steps below

**1**



SET MODE (1-5)  
ENTER NO. OR ▲▼

**2**



1:ONE-TOUCH  
2:ABBR. NO.

**3**



ONE-TOUCH< >  
PRESS ONE-TOUCH KEY

**4**

Ex: 01

ONE-TOUCH<01> TEL.

**5**

Enter the telephone number.  
(up to 36 digits including pauses and spaces)

Ex: 9 PAUSE 5 5 5 SPACE 1 2 3 4

ONE-TOUCH<01> TEL.  
9-555 1234

**6**



ONE-TOUCH<01> NAME

**7**

Enter the station name using character keys  
(up to 15 characters).

Ex: S A L E S SPACE D E P T .

ONE-TOUCH<01> NAME  
SALES DEPT.

**8**



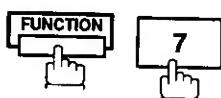
ONE-TOUCH< >  
PRESS ONE-TOUCH KEY

To record another number, repeat step 4 to 8.  
To return to standby, press **STOP**.

# One-Touch/Abbreviated Dialling Numbers

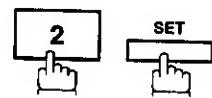
To set an Abbreviated Dialling Number, follow these steps below

1



SET MODE (1-5)  
ENTER NO. OR  $\wedge$   $\vee$

2



1: ONE-TOUCH  
2: ABBR. NO.

3



ABBR [ ]  
ENTER ABBR. NO.

4

Ex: 2 2 (01 to 72)

ABBR [22] TEL.  
[ ]

5

Enter the telephone number.  
(up to 36 digits including pauses and spaces)

Ex: 9 PAUSE 5 5 5 SPACE 2 3 4 5

ABBR [22] TEL.  
9-555 2345 [ ]

6



ABBR [22] NAME  
[ ]

7

Enter the station name using character keys  
(up to 15 characters).

Ex: A Q C O U N T I N G SPACE  
D E P T

ABBR [22] NAME  
ACCOUNTING DEPT [ ]

8



To record another number, repeat step 4 to 8.  
To return to standby, press STOP.

ABBR [ ]  
ENTER ABBR. NO.



**Note:**

1. If you require a special access number to get an outside line, enter it first and then press PAUSE. A hyphen "-" is displayed for pause.
2. Use SPACE to enter a space between the numbers to make it easier to read.
3. The built-in battery can back up One-Touch/ABBR. Numbers up to 10 days when a power failure occurs.
4. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press TONE (represented by a "/"). The dialling method will be changed from Pulse to Tone after dialling the digit "/".
5. You can search an unused One-Touch key or ABBR. number by pressing  $\wedge$  or  $\vee$  in step 3 or 4.

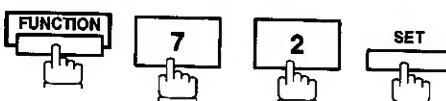
# One-Touch/Abbreviated Dialling Numbers

## Changing or Erasing One-Touch/Abbreviated Dialling Numbers

If you have to change or erase any of the One-Touch/Abbreviated dialling numbers, follow the steps below.

### To change the setting of a One-Touch/ABBR. dialling number

**1**



1 : ONE-TOUCH  
2 : ABBR. NO.

**3**

**2**

Select 1 for One-Touch Dialling number.  
Select 2 for ABBR. Dialling Number.

Ex: **1**

ONE-TOUCH< >  
PRESS ONE-TOUCH KEY

**3**

Enter the station you wish to change.

Ex: **07**

ONE-TOUCH<07> TEL.  
9-555 1234

**4**



then enter a new telephone number.(see Note 1 and 2)

Ex: **9 9 9 SPACE 3 4 5 6**

ONE-TOUCH<07> TEL.  
999 3456

**5**



ONE-TOUCH<07> NAME  
PANASONIC

**6**



then enter a new station name.(see Note 1 and 3)

Ex: **P A N A F A X**

ONE-TOUCH<07> NAME  
PANAFAX

**7**



To return to standby, press **STOP**.

ONE-TOUCH< >  
PRESS ONE-TOUCH KEY



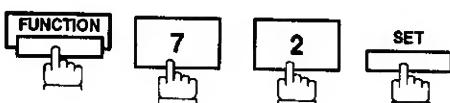
**Note:**

1. Use **<** or **>** to move the cursor, then enter the correct number over the incorrect number.
2. Use **COPY** to insert a space between the numbers you set. If the telephone number has full digit (36 digits), **COPY** cannot be used to insert a space.
3. **COPY** cannot be used to insert a space in setting of the station name.
4. If the One-Touch/Abbreviated dialling number has been used for a communication reservation, the settings cannot be changed or erased until the communication has ends.  
To change or erase the settings, cancel the communication first by File Edit Mode (see page 78).

# One-Touch/Abbreviated Dialling Numbers

To erase the setting of One-Touch/ABBR. Dialling number

**1**



1:ONE-TOUCH  
2:ABBR. NO.

**2**

Select 1 for One-Touch Dialling number.  
Select 2 for ABBR. Dialling Number.

Ex: **1**

ONE-TOUCH< >  
PRESS ONE-TOUCH KEY

**3**

Enter the station you wish to erase.

Ex: **01**

ONE-TOUCH<01> TEL.  
9-555 4567

**4**



ONE-TOUCH<01> TEL.

**5**



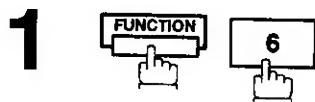
To return to standby, press **STOP**.

ONE-TOUCH< >  
PRESS ONE-TOUCH KEY

# One-Touch/Abbreviated Dialling Numbers

## Printing Out a Directory Sheet

After programming a one-touch dialling number, you can print out the directory sheet which includes the first 10 characters of each station name. Cut along the dotted line and place it over the One-Touch key under the Directory Sheet Cover. To print out a directory sheet, follow these steps below.



PRINT OUT (1-7)  
ENTER NO. OR ▲▼

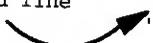
3



\* PRINTING \*  
 DIRECTORY SHEET

\*\*\*\*\*- DIRECTORY SHEET -\*\*\*\*\* DATE 08-DEC-1993 \*\*\*\*\* TIME 12:00\*\*\*\*\*

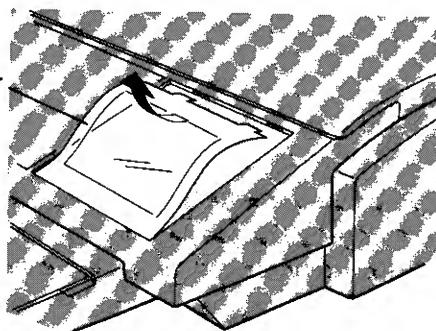
01	02	03	04
SALES DEPT	ENG. DEPT	ABC	
05	06	07	08
09	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
P1	P2	P3	P4

Dotted line 

-PANASONIC-

\*\*\*\*\*- HEAD OFFICE -\*\*\*\*\* 201 555 1212- \*\*\*\*\*

Directory Sheet Cover



# Customizing Your Machine

Your facsimile machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution, Original, and Verification Stamp parameters, can be temporarily changed by simple key operations just before a transmission is made. When the transmission ends, however, these parameters return to their preset values (Home position). Other parameters can only be changed by the procedure described below.

## Setting Fax Parameters

- 1**  

SET MODE (1-5)  
ENTER NO. OR  $\wedge$   $\vee$
  
- 2**  

FAX PARAMETER (01-53)  
NO. =
  
- 3** Enter Fax Parameter number from the Parameter Table (see pages 33 to 35).  
  
Ex: **0 1** for **ORIGINAL**

FAX PARAMETER (01-53)  
NO. = 01
  
- 4** 

01 ORIGINAL  
1: NORMAL
  
- 5** Enter the new setting value.  
  
Ex: **2** for **LIGHT**

01 ORIGINAL  
2: LIGHT
  
- 6** 

02 RESOLUTION  
1: STANDARD

  
To set another parameter, press **CLEAR** to return to step 3, or, to return to standby, press **STOP**.



**Note:**

1. To scroll the Fax Parameters in Step 2 or 4, press  $\wedge$  or  $\vee$ .
2. To print out a Fax Parameter List, see page 119.
3. The built-in battery when fully charged can back up the Fax Parameter settings for up to 10 days when a power failure occurs.

# Customizing Your Machine

## Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
01	ORIGINAL	1	Normal	Setting home position of the ORIGINAL key.
		2	Light	
		3	Dark	
02	RESOLUTION	1	Standard	Setting home position of the RESOLUTION key.
		2	Fine	
		3	S-Fine	
04	STAMP	1	Off	Setting home position of the STAMP key. To select the stamp function when document is stored in memory (see Fax Parameter No. 28).
		2	On	
05	MEMORY	1	Off	Setting home position of the MEMORY key.
		2	On	
06	DIALING METHOD	1	Pulse	Selecting dialling method.
		2	Tone	
07	HEADER PRINT	1	Inside	Selecting printing position of the header. Inside : Inside TX copy area. Outside : Outside TX copy area. No print : Header is not printed.
		2	Outside	
		3	No print	
08	HEADER FORMAT	1	Logo, ID No.	Selecting header format.
		2	From To	
09	RCV'D TIME PRINT	1	Invalid	Selecting whether or not the machine prints received time, page no, and remote ID on bottom of each received page.
		2	Valid	
10	KEY/BUZZER VOLUME	1	Off	Selecting the volume of the Key/Buzzer tone.
		2	Soft	
		3	Loud	
12	COMM. JOURNAL	1	Off	Selecting home position of printout mode for COMM. Journal Off/Always/Inc. only. Off : No printout Always : Always prints out Inc. only : Printout when communication has failed.
		2	Always	
		3	Inc. only	
13	AUTO JOURNAL	1	Invalid	Selecting whether or not the machine prints the journal automatically after every 32 transaction.
		2	Valid	
15	ATTENDED MODE	1	Tel	Selecting attended mode either Telephone Mode or Fax/Tel Auto Switching Mode.
		2	Fax/Tel SW	
16	UNATTENDED MODE	1	Fax	Selecting attended mode either Fax Mode or TAM Interface Mode.
		2	TAM I/F	

Continued on the next page.

# Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
18	OP CALL TIMER	1	20 sec.	Selecting the length of time that your machine signal (rings) for an incoming voice call in Fax/Tel Auto Switching mode (see page 58).
		2	30 sec.	
		3	40 sec.	
		4	50 sec.	
19	OGM Length (TAM I/F)	1	1 sec.	Setting the OGM length of your TAM from 1 to 60 second. Unit will not start to detect a SILENT until the time lapse after detecting a call in TAM Interface mode.
		---	---	
		60	60 sec.	
20	SILENT DET. (TAM I/F)	1	Invalid	Selecting Silent Detection Mode.
		2	Valid	
22	SUBSTITUTE RCV	1	Invalid	Selecting whether or not the machine receives to memory when recording paper runs out, ink runs out or recording paper jammed.
		2	Valid	
23	RECORDING PAPER SIZE	1	A4	Setting the recording paper size installed in your machine.
		2	Letter	
		3	Legal	
24	PRINT REDUCTION	1	Fixed	Selecting print reduction mode. Fixed: Reduce document according to setting of Parameter No. 25.
		2	Auto	
25	REDUCTION RATIO	70	70%	Selecting fixed print reduction ratio from 70% to 100%. This parameter functions when fixed print reduction is selected on fax parameter no. 24 or when available memory getting low.
		---	---	
		100	100%	
26	POLLING PASSWORD		(---)	Setting a 4-digit password for secured polling.
27	POLLED FILE SAVE	1	Invalid	Selecting whether or not the machine retains the polled document in memory even after the document is polled once.
		2	Valid	
28	STAMP AT MEM. XMT	1	Invalid	Selecting whether or not the machine stamps the original documents when storing the documents into memory.
		2	Valid	
32	COPY REDUCTION	1	Invalid	Selecting whether or not the machine performs copy reduction in accordance with the setting of Parameter No. 24 and 25.
		2	Valid	
33	XMT REDUCTION	1	Invalid	Selecting whether or not the machine performs reduction when the transmitting document is wider than the recording paper used at the receiving machine.
		2	Valid	
37	RCV TO MEMORY		(---)	Enter a 4-digit password used to print out the received document in memory by F8-5 (RCV TO MEMORY). When F8-5 is set to On, this parameter will not be shown on the LCD display. (see page 83)
38	FAX ACCESS CODE		(---)	Enter a 4-digit Fax Access Code to secure the machine from unauthorized use. (see page 82)
41	RELAY XMT REQUEST	1	Invalid	Selecting whether or not the machine performs Relay XMT Request. (see page 101)
		2	Valid	

Continued on the next page.

# Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
42	CONF. FAX PARAMETER	1	Invalid	Selecting whether or not the machine performs Confidential Network Communication. (see page 97)
		2	Valid	
43	CONF. POLLED FILE SAVE	1	Invalid	Selecting whether or not the machine saves the confidential polled file even after the file is polled once.
		2	Valid	
44	PASSWORD XMT	1	Off	Setting a 4-digit XMT-Password and selecting whether or not the machine performs and checks the XMT-Password of the receiving station when transmitting. (see page 86).
		2	On	
45	PASSWORD RCV	1	Off	Setting a 4-digit RCV-Password and selecting whether or not the machine performs and checks the RCV-Password of the transmitting station when receiving. (see page 86)
		2	On	
46	SELECT RCV	1	Invalid	Selecting whether or not the machine performs selective reception. (see page 85)
		2	Valid	
47	REMOTE RCV	1	Invalid	Selecting whether or not the machine accepts remote reception command (see page 57).
		2	Valid	
48	TELEPHONE LINE	1	PSTN	Selecting the type of line connected.
		2	PBX	
49	PSTN ACCESS CODE		0---	Setting PSTN Access Code. (max. 4 digits)
50	FLASH KEY	1	Earth	Selecting to use FLASH on control panel either as Earth key or Flash key.
		2	Flash	
52	DIAGNOSTIC PASSWORD		(---)	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.
53	OPTION MEMORY	-	-	Display the amount of base and option memory installed. (Base Memory + Option Memory)



**Note:** 1. The contents of Fax Parameter may differ depending on the each country's regulation or specification.

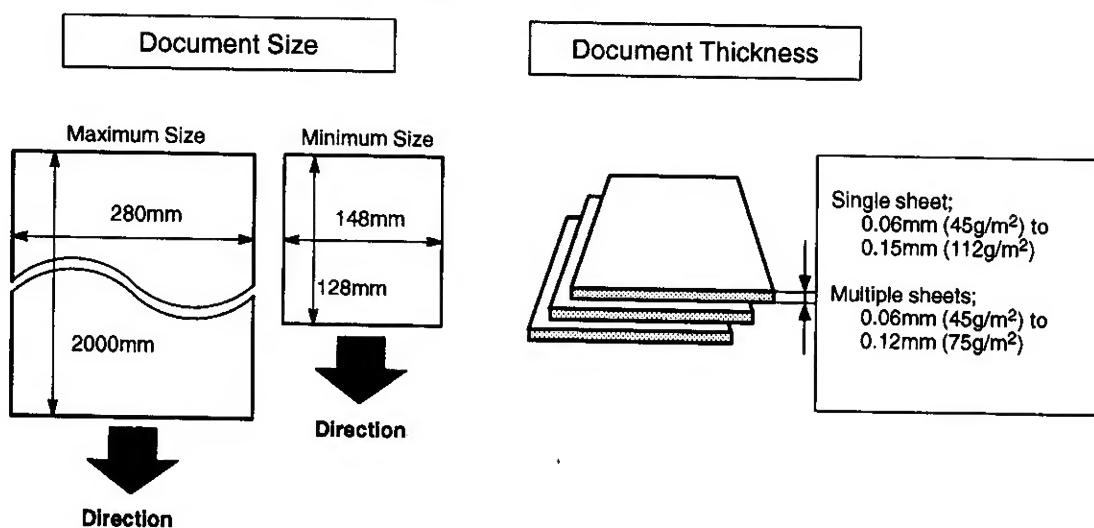
2. The standard settings are printed on the Fax Parameter List. To print out Fax Parameter List, see page 119.



This page is intentionally left blank.

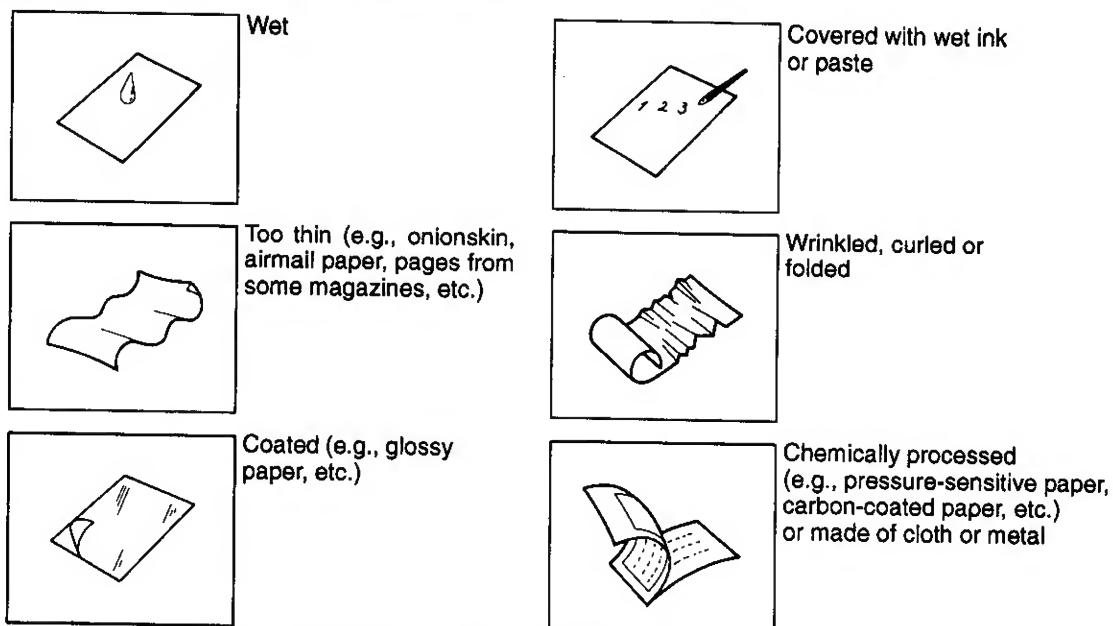
## Documents You Can Send

In general, your machine will send any document printed on Letter or Legal size paper.



## Documents You Cannot Send

You must never try to send documents that are

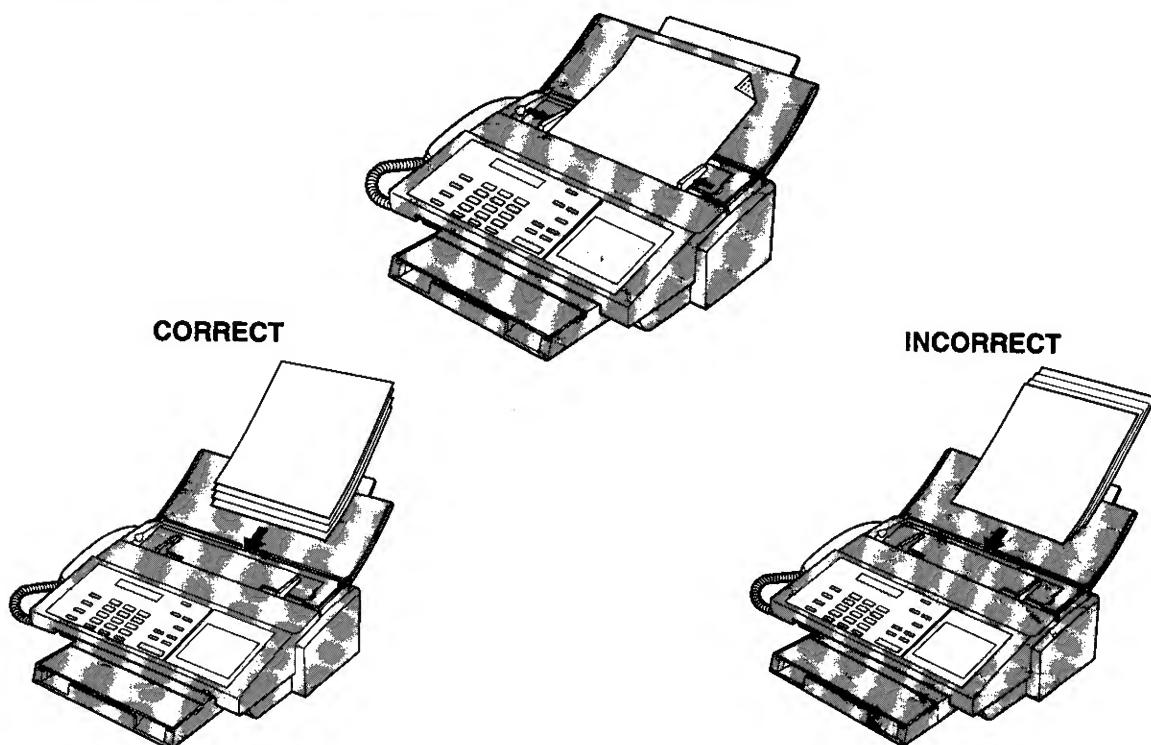


To transmit these kinds of documents, make a photocopy first and then transmit the copy instead.

# Loading Documents

## How to Load Documents

1. Be sure the document(s) is free of staples, paper clips and is not torn, greasy or covered by foreign objects.
2. Place the document(s) **FACE DOWN** on the Automatic Document Feeder (ADF) until the leading edge placed into the machine stops.  
If you are sending multiple pages, make sure that the **bottom sheet enters first**. You can also stack up to **30 PAGES** (see Note 1) on the ADF at one time. If you have more than 30 pages, wait until transmission or storing in memory starts as pages feed through, place any remaining pages on top of the last page in the feeder.
3. Adjust the Document Guides to center the document on the ADF.



When you set a document on the ADF, the display message will change from date and time (standby) to **DOCUMENT SET**. You can now change basic transmission settings, or begin the dialling procedure.

DOCUMENT SET  
ENTER STATION 00%



**Note:** 1. The document limitation to send multiple pages is as follows.

	Document Size	Document Thickness
Up to 20 pages	Up to 280 mm x 364mm	0.06 mm to 0.12 mm
Up to 30 pages*	A4 size or Letter size	0.06 mm to 0.10 mm

\* Paper that have rough surface may not be able to utilize all 30 pages even if the size and thickness specification are met.

2. Transmitting documents longer than 356 mm requires user's assistance.

# Basic Transmission Settings

You can temporarily change the transmission settings either before or after you place document on the ADF. These settings are as follows;

- Original (Contrast)
- Resolution
- Halftone
- Stamp
- Communication Journal

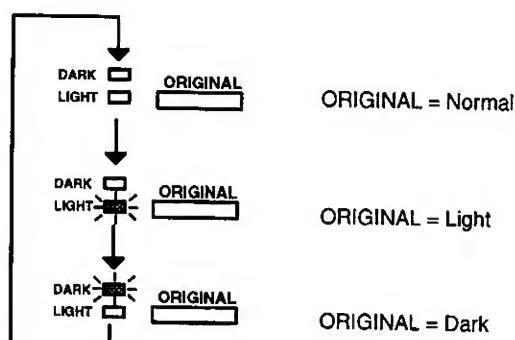
After your document has been sent, your machine will automatically return to the preset settings.

4

## Original (Contrast)

Your machine is preset to **Normal** contrast. If you have to send a document with light print contrast, you may get better results by changing the setting to **Light**. If you have to send a document with dark print contrast, change the setting to **Dark**.

Press **ORIGINAL** to:

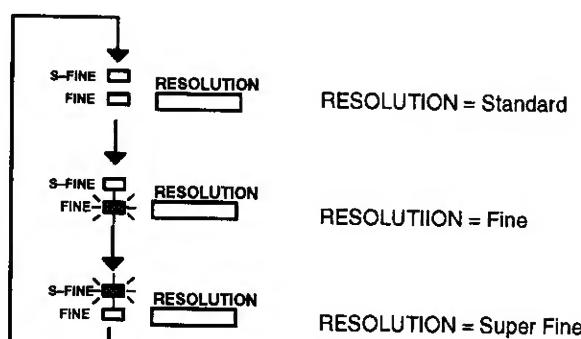


**Note:** To change the preset Contrast position, change the setting of Fax Parameter No. 01, see page 33.

## Resolution

Your machine is preset to **Standard** resolution, which is suitable for most documents. Use **Fine** or **Super Fine** for detailed documents.

Press **RESOLUTION** to:

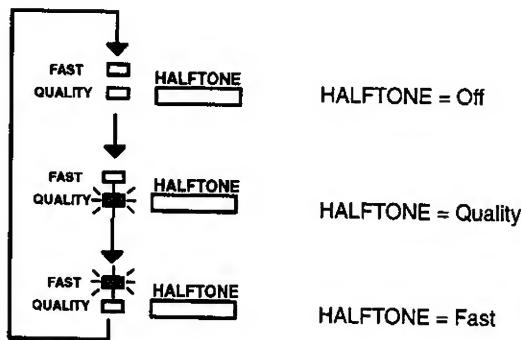


**Note:** To change the preset Resolution position, change the setting of Fax Parameter No. 02, see page 33.

# Basic Transmission Settings

## Halftone

The Halftone setting is useful when sending photographs or illustrations with gray tones. Your machine is preset to HALFTONE = Off. You can select either Fast mode or Quality mode.

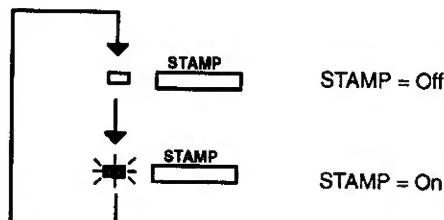


**Note:** When you select HALFTONE to FAST or QUALITY, your machine will automatically select **Fine Resolution**.

## Verification Stamp

The Verification Stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small  $\otimes$  mark.

Press **STAMP** to:



**Note:** 1. When you store document in memory, the Verification Stamp will not function. If you wish to enable the use of the Verification Stamp when storing document in memory, change the setting of Fax Parameter No. 28, see page 34.  
2. To change the preset Verification Stamp position, change the setting of Fax Parameter No. 04, see page 33.

# Basic Transmission Settings

## Communication Journal (COMM. JOURNAL)

A Communication Journal lets you verify if the transmission was successful. You can select the condition to print out the communication Journal as follows.

When you set COMM. JOURNAL = OFF,

a Communication Journal will not be printed out.

When you set COMM. JOURNAL = ON,

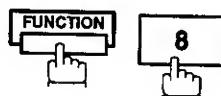
a Communication Journal is printed out automatically after every communication.

When you set COMM. JOURNAL = INC.,

a Communication Journal is printed out automatically only if the communication has failed.

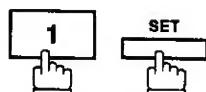
4

1



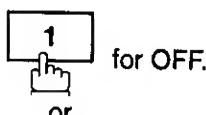
SELECT MODE (1-5)  
ENTER NO. OR ▲ ▼

2

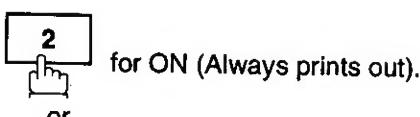


COMM. JOURNAL=INC  
1:OFF 2:ON 3:INC

3



COMM. JOURNAL=OFF  
1:OFF 2:ON 3:INC



COMM. JOURNAL=ON  
1:OFF 2:ON 3:INC



or  
COMM. JOURNAL=INC  
1:OFF 2:ON 3:INC

4



**Note:** To change the preset Comm. Journal position, change the setting of Fax Parameter No. 12, see page 33.

# Sending Documents

You can choose either Memory Transmission or Direct Transmission.

Use Direct Transmission if:

- The memory is full.
- You want to send the document after talking with the other party.

Use Memory Transmission if:

- You want to send the same document to multiple stations.
- You have to retrieve the document immediately.

## Direct Transmission (ADF Transmission)

If the machine's memory is full or you wish to send the document after talking with the other party, use Direct Transmission.

### Off-Hook Dialling

For Off-Hook Dialling, follow these steps

**1**



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

**2**

Lift the handset of your external telephone and dial the telephone number from the keypad.

Ex: **5 5 5 1 2 3 4**

**3**

When you hear the voice of the other party, tell the other party to prepare to receive a document.

Then, when you hear a beep, press **START** and hang up the handset.

ON LINE \* XMT \*  
5551234



**Note:** To stop the transmission, press **STOP**.

The display shows;

COMMUNICATION STOP?  
1: YES 2: NO

Press **1** to stop the transmission.

# Sending Documents

## On-Hook Dialling

For On-Hook Dialling, follow these steps

1



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

2



You will hear dial tone through the monitor speaker.

\* DIALLING \*

3

Dial the telephone number from the keypad.

Ex: **5 5 5 1 2 3 4**

\* DIALLING \*  
5551234

Machine will start sending automatically.

ON LINE \* XMT \*  
5551234



**Note:** 1. If you need a special access number to get an outside line, dial it first then press **PAUSE** to enter a pause (represented by a "-") before dialling the full number.

**Ex: 9 PAUSE 5551234**

2. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press **TONE** (represented by a "/").

The dialling mode will be changed from Pulse to Tone after dialling the digit "/".

3. To stop the transmission, press **STOP**.

The display shows:

COMMUNICATION STOP?  
1: YES 2: NO

Press **1** to stop the transmission.

4. When you hear the voice of the other party through the monitor speaker in step 3, lift the handset of your external telephone and press **STOP** and tell the other party to prepare to receive a document. Then, when you hear a beep, press **START**.

4

# Sending Documents

## Manual Number Dialling (ADF Transmission)

To dial the telephone number manually, follow the steps below.

1



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

2



Make sure that the lamp is off. If not, press **MEMORY** to set "off".

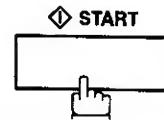
3

Enter a telephone number from the keypad.

Ex: **5 5 5 1 2 3 4**

PRESS START TO DIAL  
5551234

4



Your machine starts to dial the telephone number.

\* DIALLING \*  
5551234



**Note:** 1. If you need a special access number to get an outside line, dial it first then press **PAUSE** to enter a pause (represented by a "-") before dialling the full number.

**Ex: 9 PAUSE 5551234**

2. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press **TONE** (represented by a "/").

The dialling mode will be changed from Pulse to Tone after dialling the digit "/".

3. To stop the transmission, press **STOP**.

The display shows:

COMMUNICATION STOP?  
1:YES 2:NO

Press **1** to stop the transmission.

4. If you hear the voice of the other party through the monitor speaker after last step, lift the handset of your external telephone and press **STOP** and **1** to stop the communication. Then press **STOP** to stop the alarm. When you hear the beep after telling the other party to prepare to receive the document, press **START** to start fax communication.

# Sending Documents

## One-Touch Dialling (ADF Transmission)

One-Touch Dialling allows you to dial a full number by pressing a single key. To set One-Touch keys, see page 27.

1



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

2

□ **MEMORY**

Make sure that the lamp is off. If not, press **MEMORY** to set "off".

3

Press a One-Touch key.

Ex: 01

The display will show the One-Touch number and station name. The full number (e.g. 9-555 1234) will then be dialed.

ONE-TOUCH  
<01> (Station name)  
\* DIALLING \*  
9-555 1234



**Note:** 1. To stop the transmission, press **STOP**.

The display shows:

COMMUNICATION STOP?  
1: YES 2: NO

Press **1** to stop the transmission.

2. If you hear the voice of the other party through the monitor speaker after last step, lift the handset of your external telephone and press **STOP** and **1** to stop the communication. Then press **STOP** to stop the alarm. When you hear the beep after telling the other party to prepare to receive the document, press **START** to start fax communication.

4

# Sending Documents

## Abbreviated Dialling (ADF Transmission)

Abbreviated dialling is a speedy way to dial a frequently dialed telephone number by preprogram the telephone number in the built-in auto-dialer with a 2-digit abbreviated code. To program an abbreviated dialling number, see page 27.

**1**



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

**2**



Make sure that the lamp is off. If not, press **MEMORY** to set "off".

**3**

Press **ABBR** and a 2-digit code.

Ex: **ABBR 1 0**

ABBR  
[10] (Station name)

The display will show the ABBR number and station name. The full number (e.g. 9-555 1234) will then be dialed.

\* DIALLING \*  
9-555 1234



**Note:** 1. To stop the transmission, press **STOP**.

The display shows;

COMMUNICATION STOP?  
1: YES 2: NO

Press **1** to stop the transmission.

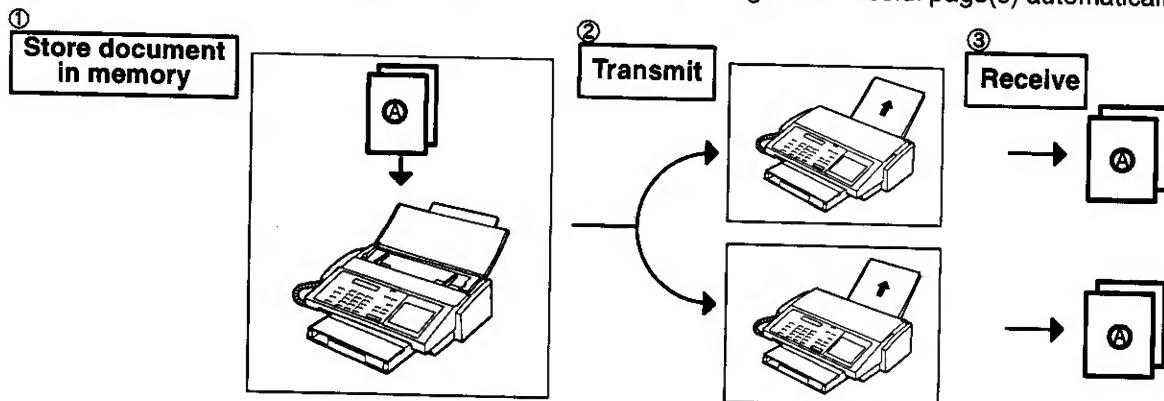
2. If you hear the voice of the other party through the monitor speaker after last step, lift the handset of your external telephone and press **STOP** and **1** to stop the communication. Then press **STOP** to stop the alarm. When you hear the beep after telling the other party to prepare to receive the document, press **START** to start fax communication.

# Sending Documents

## Memory Transmission

Your machine quickly stores the document into the machine's memory. Then, starts to dial the telephone number.

If the transmission fails, your machine will re-transmit the remaining unsuccessful page(s) automatically.



4



**Note:** 1. The File Number of the document being stored is shown at the upper right corner of the display while storing the document. It is also printed on the Communication Journal (COMM. JOURNAL), 32 Transaction Journal and File List. The percentage of memory used is shown on the lower right corner of the display after each page is stored.

\* STORE \* NO. 003  
PAGES=02 10%

\* STORE \* COMPLETED  
TOTAL PAGES=05 30%

2. If a memory overflow occurs while storing documents into memory, the machine will prompt on the display, whether to start transmitting those pages which are successfully stored or to cancel the transmission. Press **1** to cancel; press **2** to transmit. See Specifications, page 136 for the image memory capacity.

MEMORY OVERFLOW  
INFO. CODE=870

3. An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial. The document stored for this transmission will be erased from the memory automatically and the transmission is marked "INC" (incomplete) on the Communication Journal (COMM. JOURNAL).

15 PAGES COMPLETED  
DELETE? 1:YES 2:NO

INCOMPLETE  
INFO. CODE=XXX

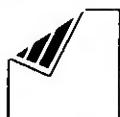
4. When a power failure occurs, your machine will retain the document information stored in the memory for up to 1 hour, when the battery is fully charged.

# Sending Documents

## Manual Number Dialling (Memory Transmission)

To dial the telephone number manually using the keypad, follow the steps below.

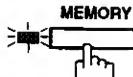
1



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

2



Make sure that the MEMORY lamp is on.

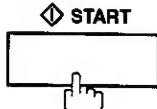
3

Enter a telephone number from the keypad.

Ex: 5 5 5 1 2 3 4

TEL. NO.  
5551234

4



The document is stored into memory with a file number.  
Then starts to dial the telephone number.

\* STORE \* NO.002  
PAGES=01 05%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

\* DIALLING \*  
5551234



**Note:** 1. If you need a special access number to get an outside line, dial it first then press **PAUSE** to insert a pause (represented by a "-") before dialling the full number.

Ex: 9 PAUSE 5551234

2. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press **TONE** (represented by a "/").

The dialling mode will be changed from Pulse to Tone after dialling the digit "/".

3. To stop the transmission, press **STOP**.

The display shows;

COMMUNICATION STOP?  
1: YES 2: NO

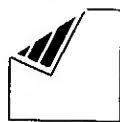
Press **1** to stop the transmission. The document you stored will be erased automatically.

# Scanning Postures

## One-Touch Dialling (Memory Transmission)

One-Touch Dialling allows you to dial a full number by pressing a single key. To set One-Touch keys, see page 27.

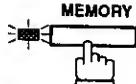
1



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

2



Make sure that the MEMORY lamp is on.

4

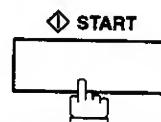
3

Press a One-Touch key.

Ex: 01

ONE-TOUCH  
<01> (Station name)

4



The document is stored into memory with a file number.  
Then starts to dial the telephone number.

\* STORE \* NO.002  
PAGES=01 05%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

# Sending Documents

## Abbreviated Dialling (Memory Transmission)

Abbreviated dialling is a speedy way to dial a frequently dialed telephone number by preprogram the telephone number in the built-in auto-dialer with a 2-digit abbreviated code. To program an abbreviated dialling number, see page 27.

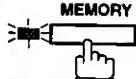
1



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

2



Make sure that the MEMORY lamp is on.

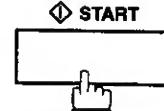
3

Press **ABBR** then enter a 2-digit code.

Ex: **ABBR** **1** **0**

ABBR  
[10] (Station name)

4



The document is stored into memory with a file number.  
Then starts to dial the telephone number.

\* STORE \* NO.002  
PAGES=01 05%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

# Sending Documents

## Multi-Station Transmission (Broadcasting)

If you have to send a same document to multiple stations, you can save time in feeding the document by using memory transmission. That is, you can store the document into memory and then send it to the station(s) automatically.

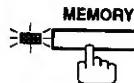
**1**



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

**2**



Make sure that the MEMORY lamp is on.

**3**

Dial by any combination of the following methods.

- Manual Number Dialling (Up to 12 stations)
- One-Touch Dialling
- Abbreviated Dialling

(For details, see page 44 to 46.)

Ex: **01**

**ABBR**

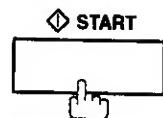
**1** **0**

(When entering a station for Manual Number Dialling, press **SET** after each station is entered.)

ONE-TOUCH  
<01> (Station name)

ABBR STNS=002  
[10] (Station name)

**4**



The document is stored into memory with a file number. Then starts to dial the telephone number in sequence.

\* STORE \* NO.001  
PAGES=01 01%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%



**Note:** You can review the stations you entered in step 3 before storing your document into memory by pressing **▲** or **▼**. Press **CLEAR** to clear an entered station show on display if needed.

# Sending Documents

## Multifile Transmission

When you have to send several documents to different stations, you do not have to wait until each transmission is completed. You can store all the different documents into memory and program the machine to dial each telephone number for each document. Instead of sending the documents separately, you can reserve all the transmission at one time.

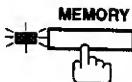
**1**



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

**2**



Make sure that the MEMORY lamp is on.

**3**

Dial by any combination of the following methods.

- Manual Number Dialling (Up to 12 stations total in all files)
- One-Touch Dialling
- Abbreviated Dialling

(For details, see page 44 to 46.)

Ex:

01

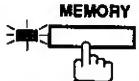
ABBR 1 0

ONE-TOUCH  
<01>(Station name)

ABBR STNS=002  
[10](Station name)

(When entering a station for Manual Number Dialling, press  
SET after each station is entered.)

**4**



to store the document into memory.

The document is stored into memory with a file number.

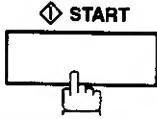
\* STORE \* NO.001  
PAGES=01 01%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

**5**

Repeat step 1 through 4 for each document that you are sending. (see Note 3)

**6**



Your machine starts to dial the telephone number in sequence.

\* DIALLING \*  
<01>(Station name)



**Note:**

1. You can review the stations you entered in step 3 before storing your document into memory by pressing **▲** or **▼**. Press **CLEAR** to clear an entered station show on display if needed.
2. The home position of MEMORY key can be set by Fax Parameter No. 05.
3. Up to 8 Memory Transmission files (6 Deferred Communication, 1 Polling XMT file, 7 Mailboxes or a combination not exceed maximum 8 files) can be set.

# Sending Documents

## Transmission Reservation

You can do the following while sending a document from memory or receiving a document.

- Reserve next transmission into memory for up to 8 different documents.
- Reserve priority transmission.

## Memory Transmission Reservation

If your machine is on-line busy transmitting from memory, receiving or printing received documents, you can reserve transmission by the following procedure.

**1** Your machine is on-line, the LCD is shown as to the right or printing received documents.

ON LINE \* MEM. XMT \*  
ID: (Identification)

ON LINE \* RCV \*  
ID: (Identification)

\* PRINTING \*  
MEMORY RCV'D DOC

**2**  Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

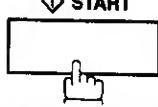
**3**  Make sure that the MEMORY lamp is on.

**4** Dial by any combination of the following methods.  
• Manual Number Dialling (Up to 12 stations total in all files)  
• One-Touch Dialling  
• Abbreviated Dialling  
(For details, see pages 44 to 46.)

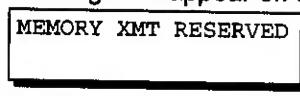
Ex: 

(When entering a station for Manual Number Dialling, press **SET** after station is entered.)

ONE-TOUCH  
<01> (Station name)

**5** 

- If your machine is on reception or printing out received documents, the document will be stored in memory.
- If your machine is on memory transmission, following message will appear on display.

MEMORY XMT RESERVED

After finishing the memory transmission, the document will be stored in memory.

To cancel the memory transmission reservation before the document is stored in memory, make sure that the display shows "MEMORY XMT RESERVED" then press **STOP** and **1**.

To cancel the reservation after storing the document in memory, see page 80.

# Sending Documents

## Direct Transmission Reservation (Priority Transmission Reservation)

If you are in a rush to send an urgent document, however there are many files in the memory, use Direct Transmission Reservation to send the urgent document. The urgent document will be sent immediately after the current communication is finished.

Note that you cannot send the documents to multiple stations.

### To reserve your machine for sending the urgent documents

**1** Your machine is on-line, the LCD as shown to the right or printing received documents.

ON LINE \* MEM.XMT \*  
ID: (Identification)

ON LINE \* RCV \*  
ID: (Identification)

\* PRINTING \*  
MEMORY RCV'D DOC

DOCUMENT SET  
ENTER STATION 00%



Set document(s) face down.



Make sure that the lamp is off. If not, press **MEMORY** to set "off".

**4** Dial a number by using any of following.  
• Manual Number Dialling and press **START**  
• One-Touch Dialling  
• Abbreviated Dialling  
(For details, see pages 44 to 46.)

Ex: **01**

ONE-TOUCH  
<01>(Station name)

You can reserve sending an urgent document to a single station only.

A message "DIRECT XMT RESERVED" will be shown on the display.

DIRECT XMT RESERVED  
<01>(Station name)

### To cancel the direct transmission reservation

**1** Make sure the document is on the ADF.

DIRECT XMT RESERVED  
<01>(Station name)



**3** **1** and then remove the document from ADF.

CANCEL XMT RESERVE ?  
1:YES 2:NO

# Sending Documents

## Redialling

### Automatic Redialling

If the line is busy or there is no answer, your machine will redial the number up to 5 times at 3 minutes interval. During that time, a message will appear as shown to the right.

- If the line is still busy after the last try, a message will appear as shown to the right and your machine will print out a COMM. Journal depending on the setting of Fax Parameter No. 12.
- When transmitting from memory and there is no answer after the last try, the stored document will be automatically erased.

WAITING TO DIAL  
(Telephone number)

INCOMPLETE  
INFO. CODE=630

4

### Manual Redialling

You can also redial the last dialed number manually by pressing the **REDIAL** key.

To redial the last dialed number through memory

1



Set document(s) face down.

*Make sure that the MEMORY lamp is on.*

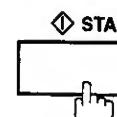
DOCUMENT SET  
ENTER STATION(S) 00%

2



TEL NO.  
5551234

3



\* STORE \* NO.002  
PAGE=01 01%

The document is stored into memory with a file number.  
Then dials the last dialed number.

To redial the last dialed number through ADF

1



Set document(s) face down.

2



\* DIALLING \*

3



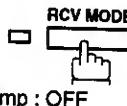
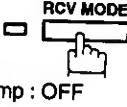
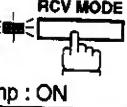
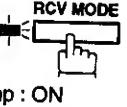
\* DIALLING \*  
5551234

Your machine starts to dial the last dialed number.

# Receiving Documents

## Reception Modes

You can select one of the four modes as shown below.

Conditions	Suggested Reception Mode	Settings
You normally receive only voice calls.	<u>Telephone Mode</u> (Attended)  You can answer the incoming call via the handset. If you receive a fax calling signal, simply press START to receive manually. (see page 57)	<p>① Fax Parameter No. 15 set to 1 : Tel</p> <p>②  Lamp : OFF</p>
You receive both voice and fax calls.	<u>Fax / Tel Auto Switching Mode</u> (see Note 2) (Attended)  Unit will answer the incoming call then distinguishes whether it is voice or fax call. If it is a fax call, the unit will receive automatically. If it is a voice call, the unit will signal (rings) through the speaker for your attention. (see page 58)	<p>① Fax Parameter No. 15 set to 2 : Fax / Tel SW.</p> <p>②  Lamp : OFF</p>
You normally receive fax calls only.	<u>Fax Mode</u> (Unattended)  Unit will receive the document automatically. All incoming calls (including a voice call) are answered by the fax machine. (see page 59)	<p>① Fax Parameter No. 16 set to 1 : Fax</p> <p>②  Lamp : ON</p>
You receive both voice and fax calls. And a Telephone Answering Machine (TAM) is connected.	<u>TAM Interface Mode</u> (see Note 2) (Unattended)  The TAM answers the incoming call. During that time, the unit also monitors whether it is a voice call, the TAM continues to operate. If it is a fax call, the unit will automatically switch the line to fax and begin receiving document. (see page 61)	<p>① Fax Parameter No. 16 set to 1 : TAM I / F.</p> <p>②  Lamp : ON</p>



**Note:**

1. Depending on the model of the Telephone Answering Machine (TAM) that is connected, some of the feature may not be compatible with your machine operating in the TAM Interface mode.
2. For some countries, this mode is not available because of the country's regulation and specification.

# Receiving Documents

## Telephone Mode

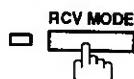
When your machine is set to this mode, your machine will not receive documents automatically. If you receive a fax call, follow the procedure to receive documents manually.

### Setting the Telephone Mode

**1**

Change Fax Parameter No. 15 (ATTENDED MODE) to 1 : Tel. (see page 33)

**2**



Confirm that the lamp is OFF and the display as shown to the right.

08-DEC-1993 15:00  
RCV MODE=TEL 00%

**4**

### Operation of Telephone Mode

**1**

When your telephone rings, lift the fax handset or an extension phone.

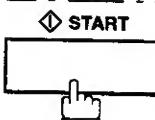
If you hear a beep from the phone, it means someone wants to send a fax. Or, if the caller answers and says he/she wants to send a fax, then...

**2**

Remove the document from ADF, if any.

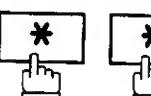
If you answered the call using the fax handset, (See Note 1)

**3a**



If you answered the call on an extension phone,

**3b**



within 1 second from the extension phone. (see Note 2)

Your machine will be activated remotely.

**4**

Hang up the phone.



**Note:**

1. If your machine does not have the handset, follow the step 3b.
2. This procedure is called "REMOTE RCV" and will work on a touch tone phone. If your extension phone is not touch tone phone, press **START** on the control panel of your fax machine.

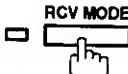
# Receiving Documents

## Fax / Tel Auto Switching Mode

When your machine is set to this mode, your machine will switch to document reception or voice communication automatically.

### Setting the Fax / Tel Auto Switching Mode

**1** Change Fax Parameter No. 15 (ATTENDED MODE) to 2: Fax / Tel SW. (see page 33)

**2** 

Confirm that the lamp is OFF and the display as shown to the right.

08-DEC-1993 15:00  
RCV MODE=FAX/TEL 00%

### Operation of Fax / Tel Auto Switching Mode

**1** Your machine will soon answer the call when a call is received, then distinguish whether it is a voice or fax call.

If the call is a Fax call,

**2a** Your machine begins to receive the documents.

If the call is a Voice call,

**2b** Your machine begins signal (ringing) through the machine's speaker for your attention. (see Note)

**3b** Lift the fax handset and talk.

or

Lift the handset of your extension phone and press **STOP** to talk.



**Note:** The length of time the machine signals can be changed by Fax Parameter No. 18 (OP CALL TIMER) and the volume can be set by Fax Parameter No. 10 (KEY/BUZZER VOLUME). (see page 33 and 34).

# Receiving Documents

## Fax Mode

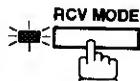
When your machine is set to this mode, it will immediately begin to receive documents automatically when a call is received.

### Setting the Fax Mode

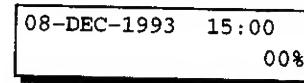
**1**

Change Fax Parameter No. 16 (UNATTENDED MODE) to 1: Fax. (see page 33)

**2**



Confirm that the lamp is ON and the display as shown to the right.



**4**

### Operation of Fax Mode

Your machine will soon begin receiving automatically when a fax call is received.

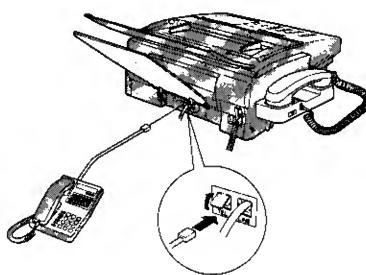
# Receiving Documents

## TAM (Telephone Answering Machine) Interface Mode

Your machine is equipped with a unique feature called TAM Interface which enables it to automatically switch a single telephone line either to Fax or TAM. You can connect most TAMs in the market to your machine and use your existing telephone line very efficiently. However, some TAMs may not be compatible with this machine. For the operation of your TAM, please refer to the User's Guide of the TAM.

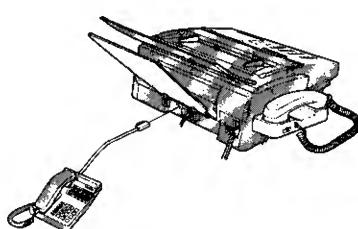
### Installing your TAM

Type 1

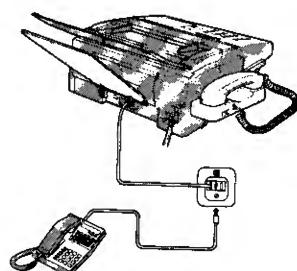


- ① Remove the telephone line cord of your TAM from the wall jack.
- ② Plug the telephone line cord of your TAM into the TEL jack on the rear of the fax machine as shown.

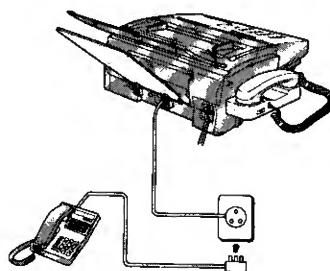
Type 2



Type 3



Type 4



**Note:** The connection method for TAM may differ depending on the each country regulation. Please follow the appropriate method for your country among above methods (Type 1 to 4). For details, please ask to your local Panasonic dealer.

# Receiving Documents

## Setting the TAM Interface Mode

**1** Change Fax Parameter No. 16 (UNATTENDED MODE) to 2: TAM I / F. (see page 33)



Confirm that the lamp is ON and the display as shown to the right.

08-DEC-1993 15:00  
RCV MODE=FAX/TAM 00%

**4**

## Operation of TAM Interface Mode

**1** When your TAM and Fax receives an incoming call, the TAM always answers the call first and then the TAM sends an OGM (Outgoing Message) recorded in your TAM to the calling station. During the time the TAM is answering the call, your fax machine will be monitoring the line to distinguish whether it is a voice or fax call.

**2a** **If the call is Fax call,**  
Your machine will switch the line to the fax and then begins to receive the documents immediately from the calling station.

**2b** **If the call is Voice call,**  
Your TAM continues to record a message (ICM) after sending out an OGM.

### Sample of OGM

Hello, this is Smith. Sorry I am unable to take your call. Please leave your message after the beep or if you are calling to send a fax, press the asterisk button twice on your touch tone phone now and start your machine. Thank you for calling.

# Receiving Documents

## Print Reduction

This machine can use Letter, Legal or A4 size plain paper for recording. Sometimes, oversized documents sent to you by the other parties cannot be printed within a single page. When this occurs, the document will be divided into separate pages.

This machine is equipped with a Print Reduction function to solve this problem. You may select the most appropriate setting from the selections described below.

### 1. Automatic Reduction

Each page of a received document is first stored in memory. Based on the document length, your machine will automatically calculate the suitable reduction ratio (70% to 100%) to print the entire document on a single page. If the received document is extremely long (over 35% longer than the recording paper), the document will be divided into separate pages and printed with no reduction.

#### **IMPORTANT !**

This mode requires the entire page to be received into memory before printing. However, this mode is disabled automatically and fixed reduction mode will be used in the cases described below:

- a) Available memory is low
  - e.g. deferred transmission is stored in memory.
- b) Receiving documents with large amount of data
  - e.g. photo sent by halftone mode.

### 2. Fixed Reduction

You can predetermine the reduction ratio from 70% to 100% in 1% steps. The document you received will be reduced to this ratio regardless of the size.

## Selecting the Print Reduction Mode

Set Fax Parameters as shown below. (see page 34)

### 1. To set Automatic Reduction mode.

- (1) No. 24 Print Reduction set to "Auto".

### 2. To set Fixed Reduction mode.

- (1) No. 24 Print Reduction set to "Fixed".

- (2) No. 25 Reduction Ratio set to any number between 70% through 100%. (see Note)

**Ex:** A4 to A4 – 94%

A4 to Letter – 90%

Letter to Letter – 94%

Legal to Letter – 75%



**Note:** If sending side is set to print the header on outside of the copy area, more reduction ratio will be required.

# Receiving Documents

## Substitute Memory Reception

If the recording paper runs out or jam or if the ink runs out during reception, the machine automatically starts receiving document into its image data memory. Stored documents are printed automatically after replacing the recording paper or print cartridge.

**1**

When the machine finishes the memory reception and there is no recording paper or ink, an Information Code appears on the display.

**4**

NO RECORDING PAPER  
INFO. CODE=010

OUT OF INK  
INFO. CODE=015

**2**

Install recording paper (see page 17) and press **START** or replace the print cartridge (see page 15).

The machine will automatically start printing the document stored in the memory.

\* PRINTING \*  
MEMORY RCV'D DOC



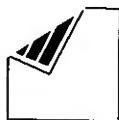
**Note:**

1. If the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in the memory up to that moment will be printed out automatically.
2. When a power failure occurs, your machine will retain the document information stored in the memory for up to 1 hour, when the battery is fully charged.
3. If you wish to turn off the substitute reception function, change the setting of Fax Parameter No. 22 to "Invalid" (see page 34).

# Making Copies

Your machine has a copy function which can make single or multiple copies. When copying, your machine will automatically select Fine resolution, but you may select the Standard or Super Fine resolution.

1



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

2



\* COPY \*  
NO. OF COPY=1

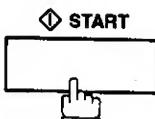
3

Enter the number of copies.

Ex: 1 0

\* COPY \*  
NO. OF COPY=10

4



The machine stores the document, then prints out copies.

\* STORE \* NO.005  
PAGES=01 01%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

\* COPY \*  
NO. OF COPY=01/10



**Note:**

1. Your machine will print the document with no reduction when making copy.  
If you wish to enable reduction function in copy mode, change the setting of Fax Parameter No. 32 (COPY REDUCTION) to "Valid". (see page 34)  
The reduction ratio will be fixed depending on the setting of Fax Parameter No. 24 (PRINT REDUCTION) and No. 25 (REDUCTION RATIO) after the Fax Parameter No. 32 is set to "Valid".
2. The print quality is not different between Fine resolution and Super Fine resolution when making copy.

# Using the Machine's Telephone

## Making a Regular Call

[ Note : This feature is only available from the handset of facsimile machine. ]

You can use the handset on your machine to make regular calls. To do so, lift the handset and dial the full number just as you would using an ordinary telephone. If you wish, you can also use the One-Touch/ABBR. Number dialling.

**1** Remove the document from the ADF.

**2** Lift the handset.

**3** Dial a number by using one of the following methods.

- Manual Number Dialling
- One-Touch Dialling
- Abbreviated Dialling

Ex: 02

\* PHONE OFF HOOK \*

ONE-TOUCH  
<02> (Station name)

\* DIALLING \*  
555 1234

**4**

## Making Voice Contact after Sending/Receiving

You may want to talk to the other person over the telephone after sending or receiving documents. To do so, perform Step 1 while the machine is still sending or receiving.

### When sending

### When receiving

ON LINE \* XMT \*  
ID: (Identification)

ON LINE \* RCV \*  
ID: (Identification)

**1**



ON LINE \* XMT \* TEL  
ID: (Identification)

ON LINE \* RCV \* TEL  
ID: (Identification)

When sending/receiving is over, you will hear a signal (ringing) through the monitor speaker.

ON LINE \* XMT \* TEL  
OPERATOR CALLING

ON LINE \* RCV \* TEL  
OPERATOR CALLING

**2**

Lift the handset and talk.  
or

Lift the handset of your extension phone and press  
STOP to talk.

## Answering a Voice Contact Request

When you hear a signal (ringing) through the monitor speaker, it means you are receiving a voice contact request. Follow the above Step 2 to talk.

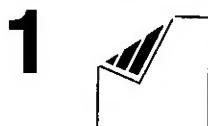


This page is intentionally left blank.

# Timer Controlled Communications

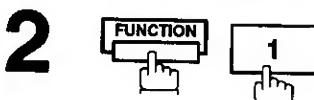
You can send a document to one or multiple stations at any preset time within the next 24 hours. Up to 6 built-in timers can be set for deferred transmission and deferred polling.

## Deferred Transmission

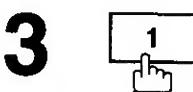


1 Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%



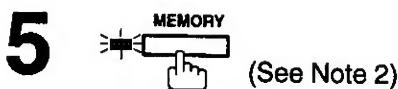
DEFERRED COMM. NO.=  
1:XMT 2: POLLING



DEFERRED XMT  
START TIME : :

4 Enter start time using the keypad.  
(Use a 4-digit, 24-hour clock)

Ex: 2 3 3 0 (11:30 p.m.) and



DEFERRED XMT  
ENTER STATION(S)

6 Dial by any combination of the following methods.  
 • Manual Number Dialling (Up to 12 stations)  
 • One-Touch Dialling  
 • Abbreviated Dialling

Ex: 02

(When entering a station for Manual Number Dialling, press  
 after each station is entered.)

ONE-TOUCH  
<02> (Station name)

7   
 to store documents into the memory.

\* STORE \* NO.002  
PAGES=01 05%

\* STORE \* COMPLETED  
TOTAL PAGES=05 30%



**Note:**

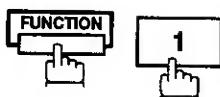
1. If you enter a wrong number in Step 4, press  then re-enter the right number.
2. If you wish to send the document without storing into memory (memory may not be big enough for storing the entire document), skip step 5 and enter only one station in step 6. In this case the document will remain on the ADF for Timer Transmission after step 7.  
*If you reserved the deferred transmission without storing into memory, the display shows "TIMER" on the upper right corner after pressing  in last step.*
3. To change or cancel the Deferred Communication settings, see page 79 and 80.
4. Up to 6 Deferred Communication files (8 Memory Transmission, 1 Polling XMT file, 7 Mailboxes or a combination not exceed maximum of 8 files) can be set.

5

# Deferred Communication Operation

## Deferred Polling

1



DEFERRED COMM. NO.=  
1:XMT 2:POLLING

2



DEFERRED POLLING  
PASSWORD=■■■■

3

Enter a 4-digit polling password.

Ex: 9 8 7 6 and

DEFERRED POLLING  
START TIME ■ :

4

Enter start time using the keypad.  
(Use a 4-digit, 24-hour clock)

Ex: 0 3 3 0 (3:30 a.m.) and

DEFERRED POLLING  
ENTER STATION(S)

5

Dial by any combination of the following methods.

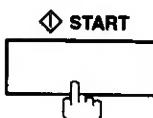
- Manual Number Dialling (Up to 12 stations)
- One-Touch Dialling
- Abbreviated Dialling

Ex:

(When entering a station for Manual Number Dialling,  
press  after each station is entered.)

ONE-TOUCH  
<10>(Station name)

6



\* STORE \* NO. 001



**Note:**

1. If you enter a wrong number in Step 3, press , then re-enter the right number.
2. To change or cancel the Deferred Communication settings, see page 79 and 80.

**POLLING**

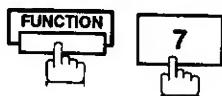
Polling means calling other station(s) to retrieve a document. The other station must know in advance that you will call and must have a document set on the ADF or stored in the memory. You may need to set a polling password, shared by the other station, to ensure security.

## Setting Polling Password

If the polling password does not match with the polled station, your polling request will be refused automatically.

To set the polling password, follow the steps below.

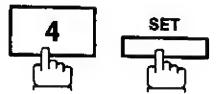
**1**



SET MODE (1-5)  
ENTER NO. OR ▲▼

**5**

**2**



FAX PARAMETER (01-53)  
NO. = █

**3**



26 POLLING PASSWORD  
██████

**4**

Enter a 4-digit polling password.

Ex: **1 2 3 4**

26 POLLING PASSWORD  
1234

**5**



**Note:**

1. Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important documents.
2. If a password is not set in the polled station, you may poll the other station even though your machine has a password.

# ■ Polling

## Preparing to be Polled

In order to let other stations poll your machine, you must prepare your machine with a document stored in memory. Be sure to set the polling password before storing the document into memory. After being polled, the documents stored in the memory will be erased automatically.

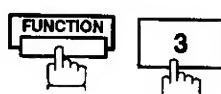
**1**



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

**2**



POLLING NO.=  
1: POLLING 2: POLLED

**3**



POLLED  
PASSWORD=1234

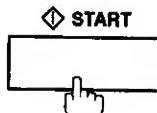
**4**

Enter a 4-digit polling password.(see Note 3)

Ex: **4 3 2 1**

POLLED  
PASSWORD=4321

**5**



The document(s) will be stored into memory.

\* STORE \* NO.015  
PAGES=01 01%

\* STORE \* COMPLETED  
TOTAL PAGES=05 24%



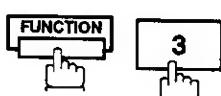
**Note:**

1. You can still send or receive documents even when set to be polled.
2. Only 1 polled file can be stored in memory.
3. If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.

# How to Poll Documents from Another Station

The following procedure lets you poll a document from one or multiple stations (up to 112 stations). Be sure to set the polling password before polling (see page 69).

**1**



POLLING NO. =  
1: POLLING 2: POLLED

**2**



POLLING  
PASSWORD=1234

**5**

**3**

Enter a 4-digit polling password.(see Note 2)

Ex: **1 1 1 1**

POLLING  
PASSWORD=1111

**4**



POLLING  
ENTER STATION(S)

**5**

Dial by any combination of the following methods.

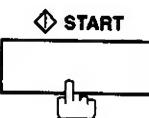
- Manual Number Dialling (Up to 12 stations)
- One-Touch Dialling
- Abbreviated Dialling

Ex: **ABBR** and **1 0**

(When entering a station for Manual Number Dialling, press **SET** after each station is entered.)

ABBR  
[10] (Station name)

**6**



\* STORE \* NO. 001  
\* DIALLING \*  
[10] (Station name)



**Note:**

1. You can review the entered stations in step 5 by pressing **▲** or **▼** key, press **CLEAR** to erase the displayed station as needed.
2. If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.

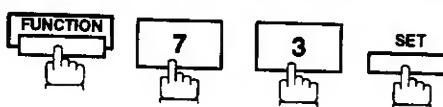
# Program Keys

Your fax machine has special Program Keys. These keys are useful if you frequently need to send or poll the same group of stations. You can use these keys to store a sequence of stations to be polled, a deferred transmission or polling sequence, an additional One-Touch key or a One-Touch group key.

## Setting for Deferred Transmission

To set a Program Key for deferred transmission

1



PROGRAM [P]  
PRESS PROGRAM KEY

2

Ex: **P1**

PROGRAM [P1] NO.=  
1:PROG 2:ONE-TOUCH

3



PROGRAM [P1]  
START TIME : :

4

Enter the starting time using 4 digits.

Ex: **2 3 3 0** (11:30 p.m.) and **SET**

PROGRAM [P1]  
ENTER STATION(S)

5

Enter station numbers by using One-Touch key, or  
**ABBR** and a 2-digit code.

Ex: **02**

You may use the **▲** or **▼** keys to review the entered station(s) before going to next step. If you find an error, press **CLEAR** to erase the displayed station.

ONE-TOUCH  
<02>(Station name)

6



PROGRAM [P1] NAME

7

Enter the program name (up to 15 characters) using the Character keys (see page 9).

Ex: **PROG.A** and **SET**

PROGRAM [P ]  
ENTER PROGRAM KEY

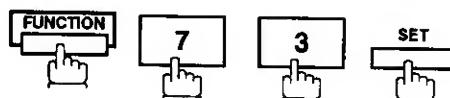
You can now set other Program Keys by repeating the procedures from Step 2, or return to standby by pressing **STOP**.

# Program Keys

## Setting for Normal Polling

To set a Program Key for normal polling

**1**



PROGRAM [P]  
PRESS PROGRAM KEY

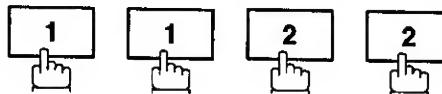
**2**

Ex:

PROGRAM [P1] NO.=  
1:PROG 2:ONE-TOUCH

**5**

**3**



POLLING  
PASSWORD=||||

**4**

Enter a 4-digit polling password.

Ex:  and

The polling password appears if it has been previously set.

PROGRAM [P1]  
ENTER STATION(S)

**5**

Enter station numbers by using a One-Touch key, or  
 and a 2-digit code.

Ex:

ONE-TOUCH  
<02>(Station name)

You may use the  or  keys to review the entered station(s) before going to the next step. If you find an error, press  to erase the displayed station.

**6**



PROGRAM [P1] NAME

**7**

Enter the program name (up to 15 characters) using the Character keys (see page 9).

Ex: PROG.A and

PROGRAM [P]  
ENTER PROGRAM KEY

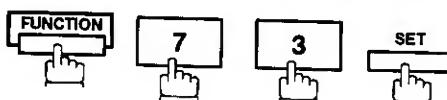
You can now set other Program Keys by repeating the procedures from Step 2, or return to standby by pressing .

# Program Keys

## Setting for Deferred Polling

To set a Program Key for deferred polling

**1**



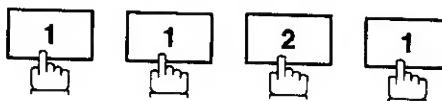
PROGRAM [P ]  
PRESS PROGRAM KEY

**2**

Ex: **P1**

PROGRAM [P1] NO.=  
1:PROG 2:ONE-TOUCH

**3**



DEFERRED POLLING  
PASSWORD=■■■■

**4**

Enter a 4-digit polling password.

Ex: **1 1 1 1** and **SET**

PROGRAM [P1]  
START TIME : :

The polling password appears if it has been previously set.

**5**

Enter the starting time.

Ex: **2 2 0 0** (10:00p.m.) and **SET**

PROGRAM [P1]  
ENTER STATION(S)

**6**

Enter the station numbers by using One-Touch Key, or  
**ABBR** and a 2-digit code.

Ex: **02**

ONE-TOUCH  
<02>(Station name)

You may use the **▲** or **▼** keys to review the entered station(s) before going to next step. If you find an error, press **CLEAR** to erase the displayed station.

**7**



PROGRAM [P1] NAME

**8**

Enter the program name (up to 15 characters) using the Character keys (see page 9).

Ex: **PROG.A** and **SET**

PROGRAM [P ]  
ENTER PROGRAM KEY

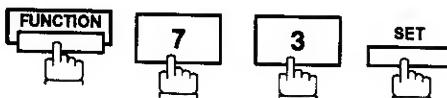
You can now set other Program Keys by repeating the procedures from Step 2, or return to standby pressing **STOP**.

# Program Keys

## Setting for Group Dialling

To set a Program Key for Group Dialling

**1**



PROGRAM [P]  
PRESS PROGRAM KEY

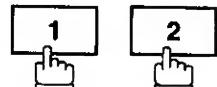
**2**

Ex:

PROGRAM [P1] NO.=  
1:PROG 2:ONE-TOUCH

**5**

**3**



PROGRAM [P1]  
ENTER STATION(S)

**4**

Enter the station numbers by using One-Touch Key, or  
**ABBR** and a 2-digit code.

Ex:  and **ABBR**

You may use the **▲** or **▼** keys to review the entered  
station(s) before going to next step. If you find an error,  
press **CLEAR** to erase the displayed station.

ONE-TOUCH  
<02>(Station name)

ABBR STNS=002  
[38](Station name)

**5**



PROGRAM [P1] NAME

**6**

Enter the program name (up to 15 characters) using the  
Character keys (see page 9).

Ex: PROG.A and **SET**

PROGRAM [P]  
ENTER PROGRAM KEY

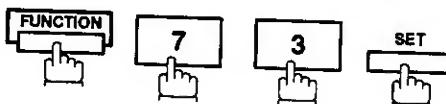
You can now set other Program Keys by repeating the  
procedures from Step 2, or return to standby by pressing  
**STOP**.

# Program Keys

## Setting for One-Touch Key

### To set a Program Key for One-Touch Key

1



PROGRAM [P ]  
PRESS PROGRAM KEY

2

Ex:

PROGRAM [P1] NO. =  
1:PROG 2:ONE-TOUCH

3



PROGRAM [P1] TEL.  
[ ]

4

Enter a telephone number (up to 36 digits including pauses and spaces).

Ex:

PROGRAM [P1] TEL.  
9-555 1234 [ ]

5



PROGRAM [P1] NAME  
[ ]

6

Enter the station name (up to 15 character) using the Character keys (see page 9).

Ex: PROG.A and

PROGRAM [P ]  
ENTER PROGRAM KEY

You can now set other Program Keys by repeating the procedures from Step 2, or return to standby by pressing .

# Program Keys

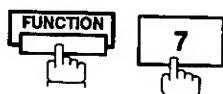
## Changing or Erasing Program Key Settings

To change the settings in a Program Key, follow the procedure on setting Program Keys on pages 72 to 76.

- Start time or station(s) for Deferred Transmission
- Station(s) for Normal Polling
- Start time or station(s) for Deferred Polling
- Station(s) for Group Dialling
- Telephone number and station name for One-Touch key

To erase the settings in a Program Key

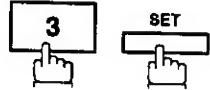
**1**



SET MODE (1-6)  
ENTER NO. OR ▲ ▼

**5**

**2**



PROGRAM [P]  
PRESS PROGRAM KEY

**3**

Press the Program key you want to erase.

Ex: **P1**

PROGRAM[P1] NO.=  
1:PROG 2:ONE-TOUCH

**4**



PROGRAM [P1] NO.=  
1:PROG 2:ONE-TOUCH

**5**



PROGRAM [P]  
ENTER PROGRAM KEY

You can now erase other Program Keys by repeating the procedures from Step 3, or return to standby by pressing **STOP**.

# File Edit Mode

Your machine has a document image memory which enables you to reserve memory transmission, memory deferred transmission, memory polling and so on.

After reserving communications in memory, you may need to change the settings of the communications while it is still in memory. This section describes how to use the file editing features.

## Printing a File List

The contents of the communication settings may have to be modified or deleted. To verify the contents, follow these steps below to print out a file list.



**Note:** Your machine cannot print a File List when sending a document.

## Sample File List

***** -FILE LIST- ***** DATE 08-DEC-1993 ***** TIME 12:00 *****					
(1)	(2)	(3)	(4)	(5)	(6)
FILE No.	COMM. TYPE	CREATE TIME	START TIME	PAGES	DESTINATION(S)
001	DEFERRED XMT	08-DEC 18:20	20:30	001	[01], [02], [03], <01> 555 1234
002	MEM. DEF. XMT	08-DEC 18:20	22:30	003	[11], [12], [13], [16], [17]
003	RCV TO MEMORY	07-DEC 22:00		002	
004	CONF. MAIL	08-DEC 03:15		005	
(7)					
-PANASONIC					
***** -HEAD OFFICE (9) *****					
(8) 201 555 1212- *****					

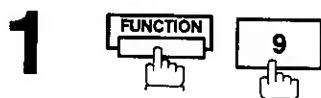
## Explanation of Contents

- (1) File number
- (2) Communication type
- (3) Stored date/time :Date/time that these files were stored.
- (4) Executing time :If the file is Timer Controlled Communication, the start time is printed in this column.
- (5) Number of stored page(s)
- (6) Destination :ABBR. No./One-Touch No./Manual Dialling No.
- (7) Own LOGO :Up to 25 characters
- (8) Own ID number :Up to 20 digits
- (9) Own Character ID :Up to 16 characters

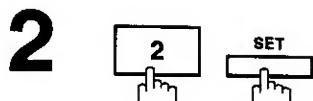
# File Edit Mode

## Changing Start Time or Station of a File

Follow these steps to change the start time and/or stations in a communication file.



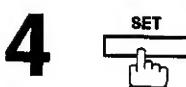
EDIT MODE (1-4)  
ENTER NO. OR ▲▼



CHANGE TIME/STN  
FILE NO.=

3 Enter the file number you want to change.

Ex:   



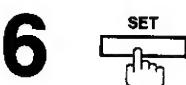
CHANGE TIME/STN  
FILE NO.=001

DEFERRED XMT  
START TIME 20:30

5 Enter a new start time.

Ex:     (6:00 AM)

(If you do not have to change the time, skip to step 6.)



DEFERRED XMT  
START TIME 06:00

TEL NO.  
5551234

7 To delete station(s), press  or  key until the station you want to delete appears. Then press **CLEAR**.

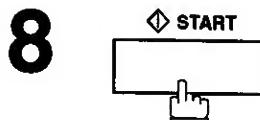
or

Enter the station(s) you want to add.

Ex: 

DEFERRED XMT  
ENTER STATION(S)

ONE-TOUCH  
<02> (Station name)

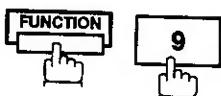


# File Edit Mode

## Deleting File

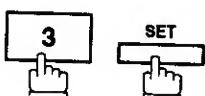
Follow these steps to delete the file in memory.

1



EDIT MODE (1-4)  
ENTER NO. OR A V

2



DELETE FILE  
FILE NO.=■■■

3

Enter the file number you want to delete.

Ex: 0 0 1

DELETE FILE  
FILE NO.=001

4

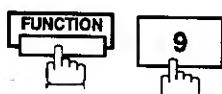


\* DELETING \*  
FILE NO.=001

## Printing Out a File

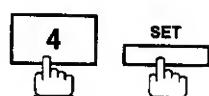
Follow these steps to print the contents of the communication file.

**1**



EDIT MODE (1-4)  
ENTER NO. OR ▲ ▼

**2**



PRINT FILE  
FILE NO.=■■■

**5**

**3**

Enter the file number you want to print.

Ex: 0 0 1

PRINT FILE  
FILE NO.=001

**4**



Your machine will print the file. The document will remain in memory even after printing the file.

\* PRINTING \*  
PAGE=001/003

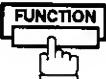
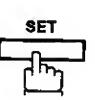
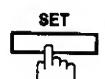
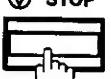


**Note:** Your machine cannot print out a file while machine is on line.

# Fax Access Code

The Fax Access Code prevents an unauthorized user from operating the machine. Once a 4-digit Fax Access Code is registered, no one can operate the machine without entering the correct access code. Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to reenter the access code in order to use the machine again. Registering the Fax Access Code does not affect the use of the machine in any other way.

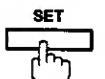
## Setting the Fax Access Code

- 1**   SET MODE (1-5)  
ENTER NO. OR ▲ ▼
- 2**   FAX PARAMETER(01-53)  
NO. = █
- 3**    38 FAX ACCESS CODE  
████████
- 4** Enter a 4-digit Fax Access Code.  
Ex:      
38 FAX ACCESS CODE  
1234
- 5**  



**Note:** To erase the Fax Access Code, enter Access Code and press **SET** and follow the procedure above to step 3, then press **CLEAR** **SET** and **STOP**.

## Operating Your Machine with Fax Access Code

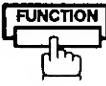
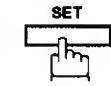
- 1** Enter the Fax Access Code.  
Ex:      
08-DEC-1993 15:00  
ACCESS CODE= █
- 2**   
Now you can operate the machine using normal procedures.  
08-DEC-1993 15:00  
00%

# RECEIVING DOCUMENTS

## Receiving To Memory

This feature is used to secure all received documents by storing them into the memory. To print out the document from memory, the authorized operator must enter the correct password.

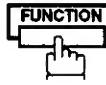
### Setting the RCV To Memory Password

- 1   SET MODE (1-5)  
ENTER NO. OR ▲ ▼
- 2   FAX PARAMETER (01-53)  
NO. =
- 3    37 RCV TO MEMORY  

- 4 Enter a 4-digit RCV to Memory Password.  
Ex:    
- 5   37 RCV TO MEMORY  
1234

5  
=

### Setting RCV To Memory

- 1   SELECT MODE (1-5)  
ENTER NO. OR ▲ ▼
- 2   RCV TO MEMORY=OFF  
1:OFF 2:ON 3:PRINT
- 3  RCV TO MEMORY=ON  
1:OFF 2:ON 3:PRINT
- 4  08-DEC-1993 15:00  
<RCV TO MEMORY>



**Note:**

1. When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in the memory.
2. We recommend that optional memory be installed when this function is used. See page 136 for Image Memory Capacity.

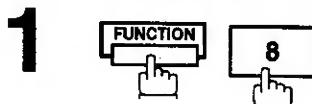
# Receive To Memory

## Printing Out Documents

After receiving a document with Receive To Memory feature, the following message will appear on the display.

MESSAGE IN MEMORY  
<RCV TO MEMORY>

To print the document, follow these steps below.



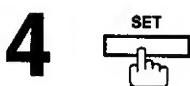
SELECT MODE (1-5)  
ENTER NO. OR ▲ ▼



RCV TO MEMORY=ON  
1:OFF 2:ON 3:PRINT



RCV TO MEMORY=PRINT  
1:OFF 2:ON 3:PRINT

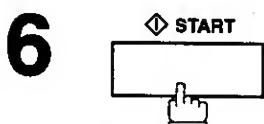


INPUT PASSWORD  


5 Enter the password to print the documents.  
(see Note 1)

Ex:    

INPUT PASSWORD  
1234



Machine will start to print the documents.

\* PRINTING \*  
MEMORY RCV'D DOC



**Note:**

1. If the password has not been set, your machine will not prompt you to enter the password. The documents will be printed immediately after pressing **SET** in step 4.
2. Once you set RCV TO MEMORY feature to On, the password cannot be changed (Fax Parameter No. 37 will not be shown on the LCD display). If you wish to change the password, set RCV TO MEMORY feature to Off first. Then change the password (see page 83).

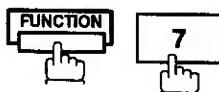
## MESSAGE CENTER Selective Reception

Your machine has a special feature, Selective Reception, which can prevent the receiving of unnecessary document (i.e. junk fax, direct mail, etc.).

Before receiving the document, the last 4 digits of the ID Number received from the sending machine will be compared with the last 4 digits of the telephone number programmed in each One-Touch or Abbreviated station. When a match is found, your machine will start receiving the document. If a match is not found, your machine will cancel the reception and an Information Code 406 will be recorded on the Journal.

### Setting Selective Reception

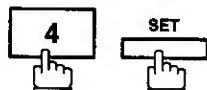
**1**



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

**6**

**2**



FAX PARAMETER (01-53)  
NO. =

**3**



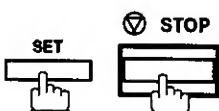
46 SELECT RCV  
1:INVALID

**4**



46 SELECT RCV  
2:VALID

**5**



**Note:**

1. When the Selective Reception is set, your machine can receive from only the 100 stations which are programmed in the built-in auto-dialer.
2. If your ID number has not been set, your machine might not be able to receive from some models. To set your ID number, see page 25.

# Password Communications

## General Description

Password Communications, including Password Transmission and Password Reception will prevent your machine from sending a fax to a wrong station or receiving a fax from unauthorized stations. You can set Password Transmission and Password Reception independently, or both together.

To use Password Transmission, you must set a 4-digit transmission password in advance. The password must be shared with other compatible Panafax machine(s). If the transmission password in your machine does not match the transmission password in the other compatible Panafax machine(s), the transmission will fail. You can select password transmission by setting Function 8-4, PASSWORD-XMT to **ON** when you send a document.

To use Password Reception, you must set a 4-digit receiving password in advance. The password must be shared with the other compatible Panafax machine(s). If the password in your machine does not match the receiving password in the other compatible Panafax machine(s), the reception will fail. Once you set password reception and set the parameter to **ON**, it stays until you change the setting to **OFF**.

## Compatibility with Other Machines

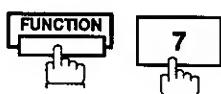
You can only use password transmission and reception with another Panafax compatible machine(s) listed below.

Model	Special Settings
UF-160	
UF-160M	
UF-170	
UF-260	
UF-270	
UF-270M	
UF-280M	
UF-300	
UF-312	Required. Please refer to the individual User's Guide of each model.
UF-322	
UF-650	
UF-733	
UF-750	
UF-750D	
UF-755	
UF-766	

# Setting Password Transmission

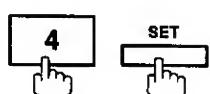
To set transmission password and parameter,

**1**



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

**2**



FAX PARAMETER (01-53)  
NO. = █

**6**

**3**



44 PASSWORD-XMT  
█ █ █ █

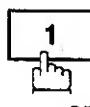
**4**

Enter a 4-digit Transmission Password.

Ex: **1 2 3 4** and press **SET**

44 PASSWORD-XMT  
1:OFF 1234

**5**



for OFF (password is not checked)

or



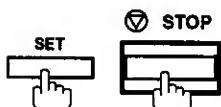
for ON (password is checked)

44 PASSWORD-XMT  
1:OFF 1234

or

44 PASSWORD-XMT  
2:ON 1234

**6**



**Note:** 1. You can change the setting temporarily by using FUNCTION 8-4 (PASSWORD-XMT) for each transmission. See page 89 for details.

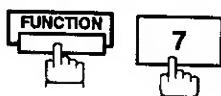
2. To change the password, press **CLEAR** in step 4. Then re-enter the new one.

# Fax/Word Processor Password Communications

## Setting Password Reception

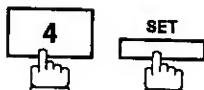
To set receiving password and parameter,

1



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

2



FAX PARAMETER (01-53)  
NO. = █

3



45 PASSWORD-RCV  
█ █ █ █

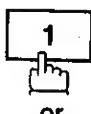
4

Enter a 4-digit Receiving Password.

Ex: **1 2 3 4** and press **SET**

45 PASSWORD-RCV  
1:OFF 1234

5



for OFF (password is not checked)

or



for ON (password is checked)

45 PASSWORD-RCV  
1:OFF 1234

or

45 PASSWORD-RCV  
2:ON 1234

6



**Note:**

1. Once you set the parameter, you cannot select the parameter, **OFF** or **ON**, for each reception. It is always **OFF** or **ON** until you change the setting.
2. To change the password, press **CLEAR** in step 4. Then re-enter the new one.

# DOCUMENT SETTING Password Communications

## Using Password Transmission

To use Password Transmission, you can select PASSWORD-XMT OFF or ON for each Transmission by following the procedure below.

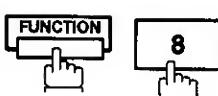
**1**



Set document face down.

DOCUMENT SET  
ENTER STATION 00%

**2**



SELECT MODE (1-5)  
ENTER NO. OR ▲ ▼

**3**



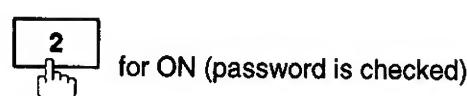
PASSWD-XMT=OFF  
1:OFF 2:ON

**4**



PASSWD-XMT=OFF  
1:OFF 2:ON

or



PASSWD-XMT=ON  
1:OFF 2:ON

**5**



DOCUMENT SET  
ENTER STATION 00%

**6**

Dial a number by using any of following methods.

- Manual Number Dialling
- One-Touch Dialling
- Abbreviated Dialling

(For details, see page 44 to 46.)

Ex: **01**

ONE-TOUCH  
<01>(Station name)

If your machine's Transmission Password coincides with the other station's Transmission Password, your machine starts sending the document.

When transmission is completed, PASSWORD-XMT returns to standard setting (OFF or ON).

## Using Password Receiving

There is no additional operation required once you set the parameter following the procedure on the previous page. The parameter, OFF or ON, cannot be selected for each reception. It is always OFF or ON until you change the setting.

**6**

# Confidential Mailbox and Confidential Network Communications

Your machine is equipped with two Confidential Communication features which ensure that the Confidential Information you send is received by only the person with the correct confidential code.

## Confidential Mailbox

The confidential mailbox feature can be used as a mailbox to communicate with other compatible models using a 4-digit confidential code. The Confidential Mailbox feature receives document(s) with a confidential code into memory. These documents can only be printed by the person who has the correct confidential code.

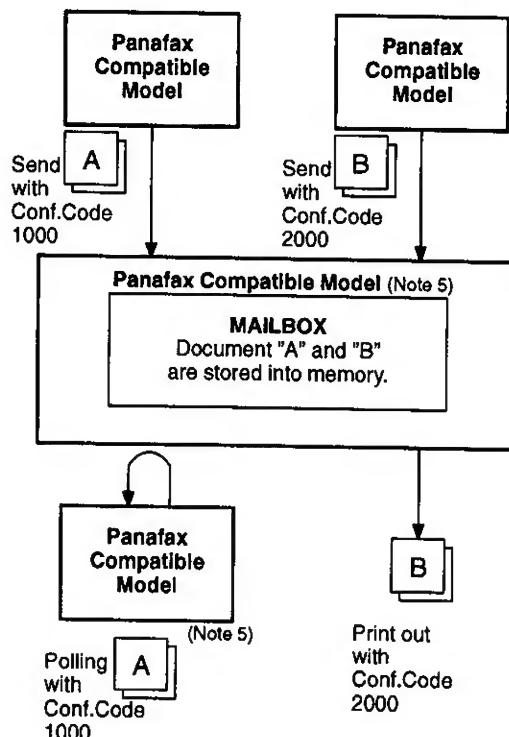


Figure 1: Confidential Mailbox

## Compatibility with Other Machines

Table 1 shows a list of compatible Panafax model which has the Confidential Mailbox feature. It also shows whether or not special settings are required.

Table 1: Confidential Mailbox Requirement

Compatible Model	Special Settings
UF-280M	UF-733
UF-312	UF-755
UF-322	UF-766



**Note:**

1. If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.
2. Up to 7 Mailbox files can be stored in memory. So, you can receive the confidential fax using 7 different confidential codes.
3. If the memory overflows, the machine will stop receiving and release the line.
4. We recommend that optional memory be installed when this function is used. See page 136 on Image Memory Capacity.
5. If a confidential faxes was received in the mailbox of UF-733, you cannot poll those document. The UF-733 is designed to print out the received confidential document locally only.

# 6 Confidential Mailbox and Confidential Network Communications

## Sending a Confidential Document to a Remote Station's Mailbox

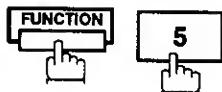
**1**



Set document(s) face down.

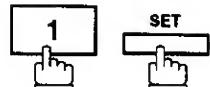
DOCUMENT SET  
ENTER STATION 00%

**2**



CONF. COMM. (1-5)  
ENTER NO. OR ▲ ▼

**3**



CONFIDENTIAL XMT  
CONF. CODE=

**4**

Enter a 4-digit Confidential Code.

Ex:

CONFIDENTIAL XMT  
CONF. CODE=2233

**5**



CONFIDENTIAL XMT  
ENTER STATION

**6**

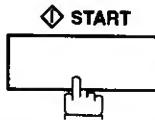
Dial the telephone number by pressing either:

- Manual number dialling
- One-Touch key
- ABBR and a 2-digit code

Ex:

ONE-TOUCH  
<01> (Station name)

**7**



If necessary, inform the receiving person and tell them the Confidential Code.



**Note:** If the receiving station has a Network Password, you must set the same password, shared by the receiving station, to send confidential fax. (see page 99 and 100)

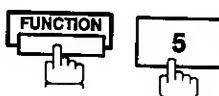
**6**

# Confidential Mailbox and Confidential Document Polling

## Polling a Confidential Document from a Remote Station's Mailbox

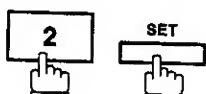
After you have been informed that someone has transmitted a confidential document to a remote station's mailbox, you can poll the confidential document from the remote station in the following way.

**1**



CONF. COMM. (1-5)  
ENTER NO. OR ▲ ▼

**2**



CONFIDENTIAL POLL  
CONF. CODE=|||||

**3**

Enter a 4-digit Confidential Code.

Ex: 2 2 3 3

CONFIDENTIAL POLL  
CONF. CODE=2233

**4**



CONFIDENTIAL POLL  
ENTER STATION

**5**

Dial the telephone number by pressing either:

- Manual number dialling
- One-Touch key
- ABBR and a 2-digit code

Ex: 01

ONE-TOUCH  
<01>(Station name)

**6**



*Note: The confidential file will be erased automatically at the center station after being polled.*

## Confidential Mailbox and Confidential Network Communication

### Receiving a Confidential Document to Your Machine's Mailbox

No special setting is required, your machine comes with this feature ready to use. Your machine receives a confidential fax the same way it receives a normal fax message. When receiving the confidential fax, the display shows following message and printing out CONF. RCV REPORT.

MESSAGE IN MAILBOX

#### Sample CONF. RCV Report

\*\*\*\*\* -CONF. RCV REPORT- \*\*\*\*\* DATE 08-DEC-1993 \*\*\*\*\* TIME 12:00 \*\*\*\*\* P.01  
\*\* NOTICE OF CONFIDENTIAL DOCUMENT HELD \*\*  

(1) FILE NO.	(2) RECEIVED FROM	(3) PAGES	(4) TIMER RECEIVED
010	PANA FAX	002	08-DEC 12:00

  
-PANASONIC  
\*\*\*\*\* -HEAD OFFICE - \*\*\*\*\* 201 555 1212-\*\*\*\*\*

6

#### Explanation of Contents

- (1) File number : 001 to 255
- (2) Received remote station's ID : Character ID or Numeric ID
- (3) Number of pages received
- (4) Received time



**Note:**

- 1. If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.
- 2. Your machine has 7 confidential mailboxes. So, you can receive the confidential fax using 7 different confidential codes.
- 3. If the memory overflows, the machine will stop receiving and release the line.
- 4. You can verify whether the unit has received a confidential fax by printing out the File List (see page 78).

# Confidential Mailbox and Confidential Network Communication

## Storing Confidential Document in Your Machine's Mailbox

Use the following procedure to store a document in a confidential mailbox in your machine. Once the confidential document is stored in your machine, it can be polled by the other machine.

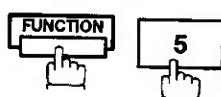
1



Set document(s) face down.

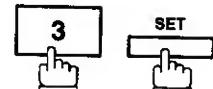
DOCUMENT SET  
ENTER STATION 00%

2



CONF. COMM. (1-5)  
ENTER NO. OR ▲ ▼

3



CONFIDENTIAL POLLED  
CONF. CODE=||||

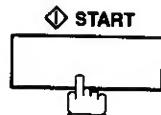
4

Enter a 4-digit Confidential Code.

Ex: 2 2 3 3

CONFIDENTIAL POLLED  
CONF. CODE=2233

5



\* STORE \* NO.002  
PAGE=01 01%

The document will be stored into memory.  
If necessary, inform the receiving party of the confidential document and tell them the confidential code needed to poll the document.



**Note:** The confidential file will be erased automatically after being polled.

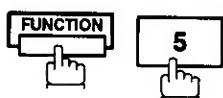
If you wish to retain the confidential file even after being polled, change the setting of Fax Parameter No. 43 (CONF. POLLED FILE SAVE) to "Valid".

# 6 Confidential Mailbox and Confidential Network Communications

## Printing Out Confidential Document from Your Machine's Mailbox

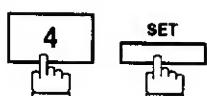
After you have been notified that someone has transmitted a confidential document to your machine's mailbox, use the following procedure to print out the confidential document.

**1**



CONF. COMM. (1-5)  
ENTER NO. OR ▲ ▼

**2**



PRINT CONF. FILE  
CONF. CODE=|||||

**6**

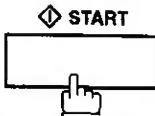
**3**

Enter Confidential Code of the document you want to print out.

Ex: 2 2 3 3

PRINT CONF. FILE  
CONF. CODE=2233

**4**



\* PRINTING \*  
MEMORY RCV'D DOC

The machine will print out the confidential documents.



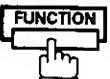
**Note:** The confidential file will be erased automatically after being printing out even when the setting of Fax Parameter No. 43 (CONF. POLLED FILE SAVE) was changed to "Valid".

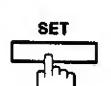
# Confidential Mailbox and Confidential Note

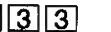
## Deleting a Confidential Document Stored in Your Machine's Mailbox

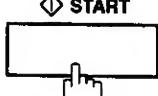
If your memory becomes full, or you just want to clean out your confidential document, you may delete one or more confidential fax stored in your machine using the following procedure. There are two type of confidential file deletion, one is to delete file by Confidential Code, and others is to delete all confidential files in memory.

### To delete file using Confidential Code

- 1  

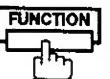
CONF. COMM. (1-5)  
ENTER NO. OR ▲ ▼
- 2  

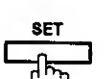
DELETE CONF. FILE  
CONF. CODE=||||
- 3 Enter a 4-digit Confidential Code.  
Ex:    

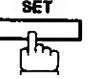
DELETE CONF. FILE  
CONF. CODE=2233
- 4 

\* DELETING \*  
CONF. CODE=2233

### To delete all confidential file in memory

- 1  

CONF. COMM. (1-5)  
ENTER NO. OR ▲ ▼
- 2  

DELETE CONF. FILE  
CONF. CODE=||||
- 3 

DELETE ALL CONF. FILES? 1:YES 2:NO
- 4 

\* DELETING \*  
ALL CONF. FILES

## Confidential Mailbox and Confidential Network Communications

### Confidential Network Communications (Via a Center Station)

The Confidential Network Communication requires a Center Station such as a UF-650 to communicate with other Panafax models which have confidential communication features. First the Initial Sending Station sends a confidential document to the Center Station together with a Confidential Code. The document will remain in the center station's memory until polled by End Receiving Station. In the example given in figure 2, the End Receiving Station must know the Confidential code attached to the document.

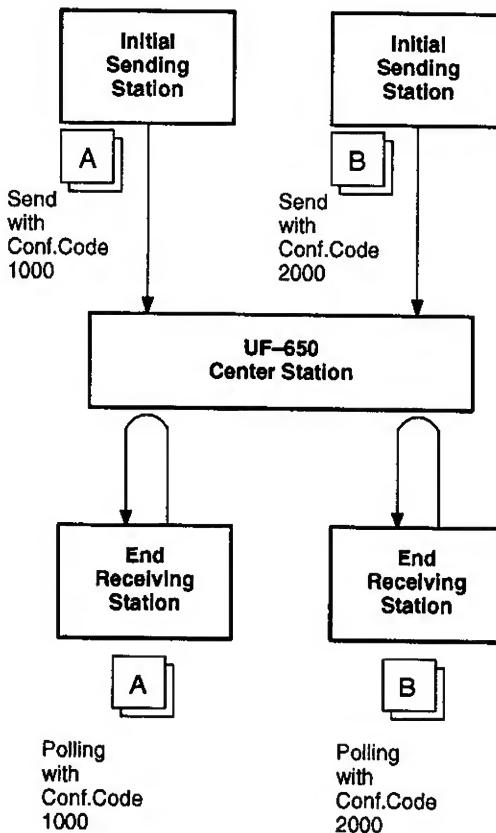


Figure 2: Sending Confidential Faxes via Center Station

If a UF-650 or UF-620 is the Center Station, more than one document can be stored in the same memory file using the same Confidential Code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If a UF-640 is the Center Station, you cannot add a fax to the file which has the same Confidential Code attached with a file already stored in the memory. Whichever station you use, you can create more than one file, each with a different Confidential Code.

The stored confidential document will be available to be polled by the end receiving station.

Once you have polled or printed the confidential document from the Center Station, the document is automatically erased from the Center Station's memory.

# Confidential Mailbox and Confidential Network Communications

## Compatibility with Other Machines

Table 1 shows how your machine fits in with the compatibility requirements of the different kinds of facsimile stations which make up a Network for Confidential Communications. It also shows whether or not special settings are required.

**Table 1: Confidential Communication Requirement**

Station	Compatible Model	Special Settings
Initial Sending Station	Panafax 145 Panafax 155 UF-140 UF-150 UF-160, UF-160M UF-170, PD-170E UF-250, UF-260 UF-270, UF-270M, UF-280M UF-300, UF-312, UF-322 UF-620, UF-640, UF-650 UF-733, UF-750, UF-750D UF-755, UF-766	
Confidential Center Station	UF-620, UF-640, UF-650	Required. Please refer to the individual User's Guides of each machine.
End Receiving Station	Panafax 145 Panafax 155 UF-140 UF-150 UF-160, UF-160M UF-170, PD-170E UF-250, UF-260 UF-270, UF-270M, UF-280M UF-300, UF-312, UF-322 UF-620, UF-640, UF-650 UF-733, UF-750, UF-750D UF-755, UF-766	

## Setting Up Your Machine for Confidential Network Communications

To use Confidential Communications, you must first preset the Confidential Communication Fax Parameter described below. Then, every time you actually send a Confidential Fax you must set a Confidential Code.

### 1. Confidential Communication Fax Parameter

This switches the Confidential Communications function to Invalid/Valid.

### 2. Own Telephone Number

The full telephone number should be entered.

### 3. Network Password and Polling Password

You may use Network Password and Polling Password to prevent outside facsimile(s) from using the Confidential Communication network. The same password must be provided to all the machines inside the network.

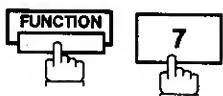
### 4. Confidential Code

A 4-digit code must be assigned to each Confidential Fax you send. It identifies the fax when it is stored in the Relay Station. The receiving person must know the code in order to poll the fax from the Relay Station.

# Confidential Mailbox and Confidential Network Communication

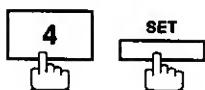
To set the Fax Parameter for Confidential Network Communication

**1**



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

**2**



FAX PARAMETER(01-53)  
NO.=■

**6**

**3**



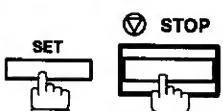
42 CONF. FAX PARA.  
1:INVALID

**4**



42 CONF. FAX PARA.  
2:VALID

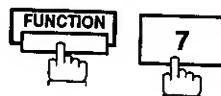
**5**



# Setting the Telephone and Computer Communication Number

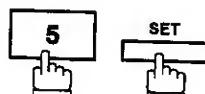
To set your own Telephone Number and Network Password

**1**



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

**2**



OWN TELEPHONE NO.  
█

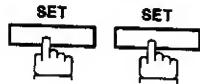
**3**

Enter your telephone number (max. 36 digits).

Ex: 1 SPACE 2 1 2 SPACE  
1 1 1 SPACE 1 2 3 4

OWN TELEPHONE NO.  
1 212 111 1234

**4**



NETWORK PASSWORD  
████

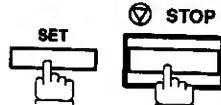
**5**

Enter a 4-digit Network Password.

Ex: 9 9 9 9

NETWORK PASSWORD  
9999

**6**



# Relayed Transmission

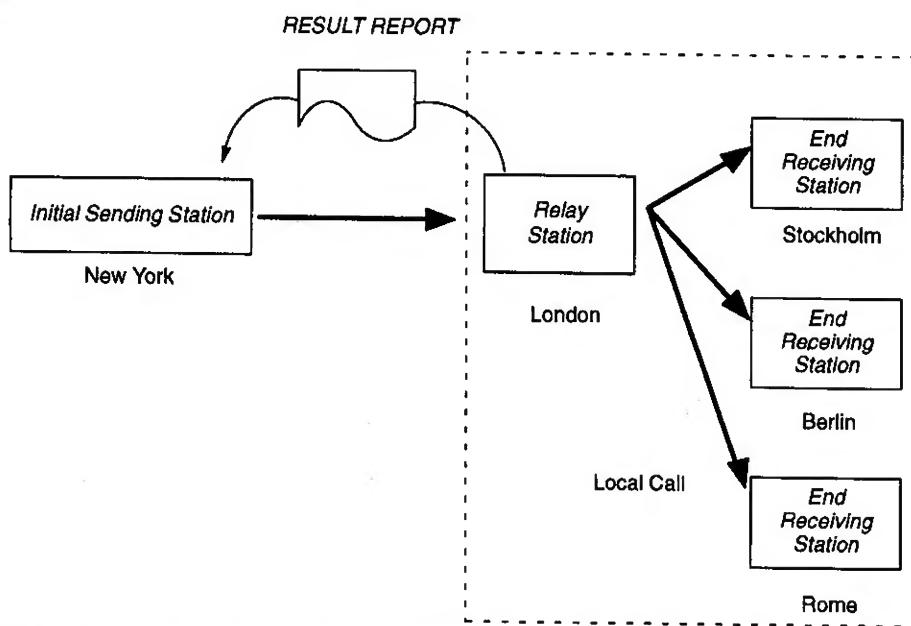
## General Description

Relayed Transmission is a feature which can save you time and transmission costs if you need to send the same document to several facsimile stations at the same time. This is especially true if the transmissions are long distance.

To use Relayed Transmission, you must be part of a "Relay Network" built around a "Relay Station". That is, when you send a document by Relayed Transmission, you actually send it to a Relay Station together with instructions to relay it to one or more end receiving station(s).

The Relay Station first receives the document in its memory and then relays it to the end receiving station(s).

### Example:



**Note:** The number of end receiving stations that can be reached by a Relayed Transmission is limited by the memory capacity of the initial sending machine; i.e., your machine cannot make a Relayed Transmission to more than 100 end receiving stations.

This is enough, however, to allow more than one Relay Network to be set up.

## Compatibility with Other Machines

Table 1 shows the kind of facsimile machines which can make up a Relay Network used for Relayed Transmission. Note that your machine can serve as an Initial Sending Station or End Receiving Station.

**Table 1: Relay Network Compatibility Requirements**

Station	Compatible Model			Special Settings
Initial Sending Station	UF-150	UF-300	UF-766	Required. Please refer to the individual User's Guides of each machine.
	UF-160	UF-312		
	UF-160M	UF-322		
	UF-170	UF-620		
	UF-750	UF-640		
	UF-250	UF-650		
	UF-260	UF-733		
	UF-270	UF-750		
	UF-270M	UF-750D		
Relay Station	UF-280M	UF-755		
	UF-620	UF-650	UF-640	
End Receiving Station	CCITT G3/G2 Compatible machines			Not required.

# Relayed Transmission

## Relay Network

A Relay Network is basically a group of facsimiles programmed to communicate with each other via a Relay Station. In this case, the word programmed means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Since your machine can only serve as an Initial Sending Station or End Receiving Station in a Relay Network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the set up procedure described here, and certain instructions provided by the network organizer (usually the person controlling the Relay Station). You should know, however, what kind of network you are going to connect to, and how it works. A sample network is shown in figure 1.

Figure 1 shows a sample network as seen from New York. London and Singapore are Relay Stations connected to New York. Viewed from New York, Stockholm, Berlin, Rome, Tokyo, Hong Kong, Wellington and Sydney are End Receiving Stations.

With this simple network using two Relay Stations, you can send a document with one operation to any combination of stations in the network via the London Relay Station and/or Singapore Relay Station. If New York only transmits to one station, for example, then the document will go directly to the station or indirectly via the Relay Station depending on the One Station XMT Parameter you preset.

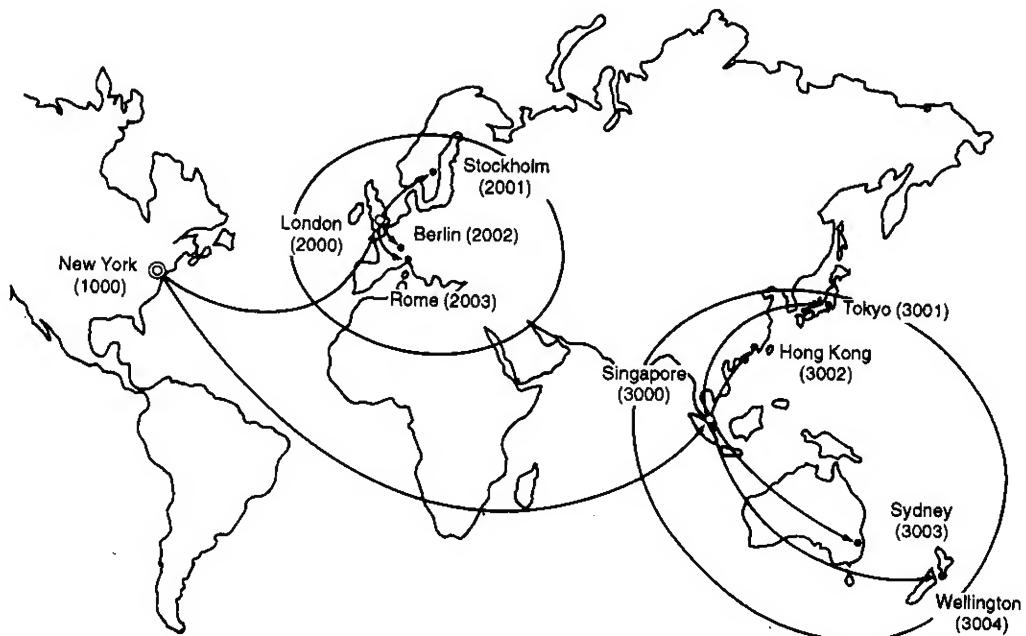


Figure 1: Sample Network

# Relayed Transmission

Table 2, 3 and 4 are sample settings for a Sample Network.

**Table 2: Sample Parameter and Abbreviated Dialling Number Table for New York**

Telephone Number : 212 111 1234  
 Network Address : 1000  
 Relay Address : 10

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	London	44 71 111 1234	20	Yes	2000	Direct
02	Stockholm	46 8 111 1234	20	No	2001	Direct
03	Berlin	49 611 111 1234	20	No	2002	Direct
04	Rome	39 6 111 1234	20	No	2003	Direct
05	Singapore	65 111 1234	30	Yes	3000	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

**Table 3: Sample Parameter and Abbreviated Dialling Number Table for London**

Telephone Number : 71 111 1234  
 Network Address : 2000  
 Relay Address : 20

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	Stockholm	46 8 111 1234	20	No	2001	Direct
02	Berlin	49 611 111 1234	20	No	2002	Direct
03	Rome	39 6 111 1234	20	No	2003	Direct
04	New York	1 212 111 1234	10	No	1000	Direct
05	Singapore	65 111 1234	30	Yes	3000	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

**Table 4: Sample Parameter and Abbreviated Dialling Number Table for Singapore**

Telephone Number : 65 111 1234  
 Network Address : 3000  
 Relay Address : 30

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	New York	1 212 111 1234	10	No	1000	Direct
02	London	44 71 111 1234	20	Yes	2000	Direct
03	Stockholm	46 8 111 1234	20	No	2001	Direct
04	Berlin	49 611 111 1234	20	No	2002	Direct
05	Rome	39 6 111 1234	20	No	2003	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

# Relayed Transmission

## Setting Up Your Machine for Relayed Transmission

To set up your machine for Relayed Transmission, use the procedures on the following pages to set the parameters listed below. Some parameters (e.g., Relayed XMT FAX Parameter) are only set once, but others must be set separately for each station in the Relay Network.

### 1. Relayed XMT Request FAX Parameter

This switches the Relayed XMT Request function to Valid or Invalid.

### 2. Own Telephone Number

The full telephone number to which the machine is connected should be entered for Relay Station send back Result Report.

### 3. Own Network Address

A 4-digit Own Network Address should be entered for Relay Station send back Result Report.

### 4. Network Password

A 4-digit number which prevents unauthorized (outside) stations from accessing the Relay Station and using its memory. Every Relay requesting and Relay stations in the network should set the same Network Password.

### 5. One-Touch/ABBR Numbers

The One-Touch or ABBR number you set must represent the fax number of a particular station in the network as seen from your station.

#### 1) Network Address

End Receiving Station telephone numbers set in an Initial Sending Station may be different from the numbers set in a Relay Station. To send a fax to an End Receiving Station via a Relay Station each station in the network must be identified with a certain code which does not vary depending on where you call from. The code is the Network Address, which consists of a 4-digit number and is assigned to a One-Touch/ABBR number.

#### 2) Relay Address

A 2-digit number which identifies the Relay Station your machine will use. Your machine may be connected to more than one Relay Station in parallel, but when you use Relayed XMT Request your machine will only send documents to the Relay Station identified by the Relay Address.

#### 3) Relay Station Parameter (Yes/No)

Set "Yes" if the particular station you are recording is a Relay Station. If you are connected to more than one Relay Station in series, set "Yes" only for the first Relay Station.

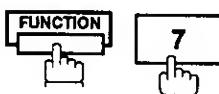
#### 4) One Station XMT (Relay/Direct) Parameter

If you send a document to only one End Receiving Station, you can set your machine to transmit directly to that station, without going through the Relay Station, by selecting "No". Set "Yes" if you always want to go through the Relay Station.

# MESSAGE CENTER Relayed XMT Parameters

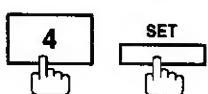
To set the Relayed XMT FAX Parameters;

**1**



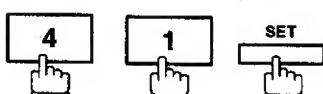
SET MODE (1-5)  
ENTER NO. OR ▲ ▼

**2**



FAX PARAMETER (01-53)  
NO. =

**3**



41 RELAY XMT REQUEST  
1:INVALID

**4**



41 RELAY XMT REQUEST  
2:VALID

**5**



**6**

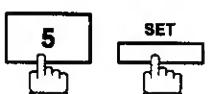
To set your own Telephone Number, own Network Address and Network Password;

**1**



SET MODE (1-5)  
ENTER NO. OR ▲ ▼

**2**



OWN TELEPHONE NO.  
■

**3**

Enter your telephone number (max. 36 digits).

Ex: 1 SPACE 2 1 2 SPACE  
1 1 1 SPACE 1 2 3 4  
and press SET

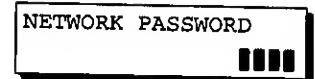
OWN NETWORK ADDRESS  
■■■■

Continued on next page.

# Relayed Transmission

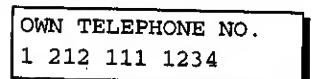
**4** Enter your 4-digit Network Address.

Ex: **1 0 0 0** and press **SET**



**5** Enter your 4-digit Network Password.

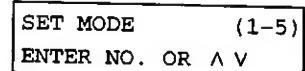
Ex: **9 9 9 9** and press **SET**



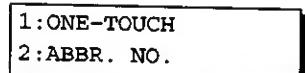
**6**

To set a One-Touch/ABBR. Dialling Number, Network Address, Relay Station Parameter (Yes/No) and One Station XMT (Relay/Direct) Parameter;

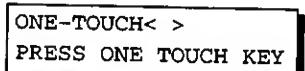
**1**



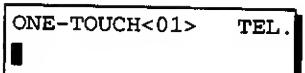
**2**



**3**



**4** Ex: **01**



Continued on next page.

# Delayed Transmission

**5** Enter the telephone number.

Ex: **3 1 2** **SPACE** **1 1 1** **SPACE**  
**1 2 3 4** and press **SET**

ONE-TOUCH<01> NAME  
■

**6** Enter the station name.

Ex: **A B C D E** and press **SET**

ONE-TOUCH<01>  
NETWORK ADDRESS=■■■■

**7** Enter a 4-digit Network Address.

Ex: **2 0 0 0** and press **SET**

ONE-TOUCH<01>  
RELAY ADDRESS=■■

**8** Enter a 2-digit Relay Address.

Ex: **2 0** and press **SET**

ONE-TOUCH<01> NO.=2  
RELAY STN? 1:Y 2:N

**9** If the recorded station is the Relay Station, press **1**.  
If not, press **2**.

Ex: **1**

**10** In case the station you have just recorded will be used for one-station transmission, you can preset the transmission route.

- 1: For transmission via the Relay Station
- 2: For direct transmission

ONE-TOUCH<01> NO.=1  
1-STN RELAY? 1:Y 2:N

Ex: **2**

Repeat step 4 through 10 to enter the numbers for other stations, or return to standby by pressing **STOP**.

ONE-TOUCH< >  
PRESS ONE TOUCH KEY

Print out a list of One-Touch/Abbreviated List to confirm that you have recorded everything correctly. For the printout operation, refer to page 115.

# Relayed Transmission

## Sending a Document by Relayed Transmission

Once you have recorded all the necessary parameters in your machine in accordance with the Relay Network you belong to, you can send a document to two or more stations in the network system, automatically, using the procedure below.

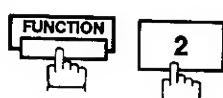
**1**



Set document(s) face down.

DOCUMENT SET  
ENTER STATION 00%

**2**



RELAYED XMT  
ENTER STATION(S)

**3**

Dial by any combination of these.

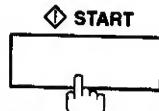
- One-Touch Dialling
- Abbreviated Dialling

Ex: **01** and **ABBR 2 7**

ONE-TOUCH  
<01>(Station name)

ABBR STNS=002  
[27] (Station name)

**4**



The document is stored into memory and your machine starts to dial the number of the Relay Station and sends the document.

\* STORE \* NO.001  
PAGES=01 01%

After the Relay Station finishes its transmission to the End Receiving Stations, your machine prints out a RELAY XMT RESULT REPORT sent back by the Relay Station.



*Note: You cannot use manual number dialling in step 3.*

## Relayed Transmission

### Printouts and Reports

When you use Relayed Transmission, your machine will print the following two reports to help you check and keep track of your faxes.

#### 1. Relay XMT Report (COMM. JOURNAL)

When your machine finishes transmitting to the Relay Station, it will print a COMM. Journal when the Fax Parameter No. 12 is set to "2", this tells you whether the transmission was successful or not.

#### 2. Result Report

When the Relay Station finishes transmitting your fax document to the End Receiving Station(s) in your network, it will print a RELAY XMT RESULT REPORT, it tells you what it did and whether it was successful or not.



*Note: If you transmit via more than one Relay Station, you will receive a separate Result Report.*

# Relayed Transmission

## Sample Result Report (Relay XMT Result)

(1)

12-AUG-1993 12:10 FROM LONDON

TO NEW YORK

P.001/001

\*\*\*\*\* -RESULT REPORT- \*\*\*\*\* DATE 12-AUG-1993 \*\*\*\*\* TIME 12:10 \*\*\*\*\* P.1

(2)

MODE = RELAYED TRANSMISSION

(3)

REQUEST REC'V TIME=12-AUG 11:40  
NUMBER OF PAGE(S) = 01 (4)

FILE NO. = 045 (5)

(6)

START=12-AUG 12:00

(7)

END=12-AUG 12:10

\*\*\*\* REQUESTING STATION \*\* (8)

- NEW YORK -

TELEPHONE NUMBER = 212 111 1234

NETWORK ADDRESS = 1000

(9)

(10)

NO. COM DESTINATION(S)

(12)

PAGE(S)

(13)

RLY STN

01

OK 2000

LONDON

001/001

02

OK 2001

STOCKHOLM

001/001

03

OK 2002

BERLIN

001/001

04

INC 2003

ROME

000/001

\*\*RELAY STATION \*\*(14)

- LONDON -

TELEPHONE NUMBER = 44 71 111 1234

RELAY ADDRESS= 20

NETWORK ADDRESS= 2000

- LONDON -

\*\*\*\*\* - 44 71 111 1234 - \*\*\*\*\*

TOTAL P.01

### Explanation of Contents

- (1) Relay Station's Header Print
- (2) Indication of transmission mode
- (3) The time when the relay request was received
- (4) Number of pages received relay request
- (5) File number of the received relay request file
- (6) The time when the Relay Station starts sending Relay Faxes
- (7) The time when the Relay Station ends sending Relay Faxes
- (8) Initial Sending Station's information (LOGO, Telephone number and Network Address)
- (9) Communication number
- (10) Communication result : "OK" indicates that the transmission was successful.  
"R-OK" indicates that the transmission to the Relay Station was successful.  
"INC" indicates that the transmission was not completed.
- (11) Station name
- (12) Number of pages transmitted/number of pages received Relay Request
- (13) Another Relay Station's Relay Address/Network Address (If transferred to another Relay Station)
- (14) Relay Station's information (LOGO, Telephone number and Network Address)

# Journals and Lists

To help you maintain records of the documents you sent and received, as well as lists of the numbers you record, your facsimile machine is equipped to print the following journals and lists: 32 Transaction Journal, Individual Transmission Journal, Communication Journal, One-Touch/ABBR. No. List, Program List, Fax Parameter List, Power Failure Report and File List.

## 32 Transaction Journal

The "Journal" is a record of the last 32 transaction (a transaction is recorded each time you send or receive a document). It is printed out automatically after every 32 transaction, but you can print it manually using the following procedure:

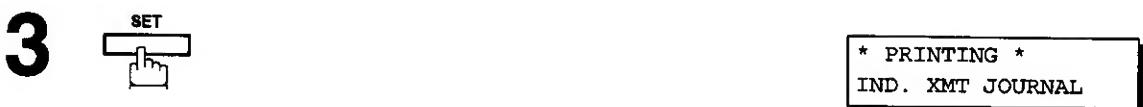
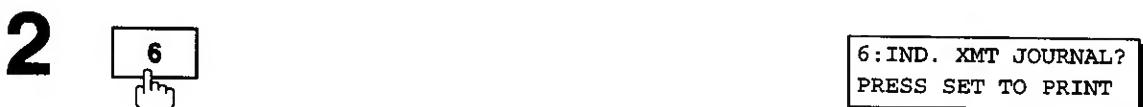


7  
=====

! **Note:** If you wish to disable the automatic print out of the 32 Transaction Journal, change the setting of Fax Parameter No. 13 to "Invalid". (see page 33)

## Individual Transmission Journal (IND. XMT JOURNAL)

An Individual Transmission Journal contains information on the latest transmission.



# Journals and Lists

## Sample Journal

***** -JOURNAL- ***** DATE 08-DEC-1993 ***** TIME 12:00 *****													
(3) NO.	(4) COM	(5) PAGES	(6) FILE	(7) DURATION	(8) X/R	(9) IDENTIFICATION	(10) DATE	(11) TIME	(12) DIAGNOSTIC				
01	OK	001		00:00'22	XMT	SERVICE DEPT.	07-DEC	17:35	C0044903C0000				
02	OK	003		00:01'17	RCV	111 222 333	07-DEC	17:41	C0044903C0000				
03	OK	001		00:00'31	XMT	ACCOUNTING DEPT.	07-DEC	17:50	C0044903C0000				
04	630	000/005	021	00:00'00	XMT	342345676	07-DEC	17:57	080042000000				
05	S-OK	000		00:00'34	XMT	12324567	07-DEC	18:35	021026020000				
06	OK	001/001	022	00:00'20	XMT	44567345	07-DEC	18:44	C8044B03C0000				
31	OK	002/002	023	00:00'31	XMT	0245674533	08-DEC	08:35	C8044B03C1000				
32	OK	003/003	024	00:01'32	XMT	20353678980	08-DEC	08:57	C8044B03C1000				
(13) -PANASONIC													
***** -HEAD OFFICE -***** (15) 201 555 1212- ***** (14)													

## Explanation of Contents

- (1) Printout date
- (2) Printout time
- (3) Journal number
- (4) Communication result : 01-32 (Does not always begin with 01 when printed out manually)  
: "OK" indicates that the communication was successful.  
: "S-OK" indicates that **STOP** was pressed during communication.  
: "P-OK" indicates that memory overflow or document misfeeding occurred when storing the documents in memory to send the document(s) but the successful stored document(s) was sent.  
: 3-digit information code (see page 124) appears when there was a problem.
- (5) Number of pages transmitted or received : The 3-digit number is the number of pages successfully transmitted or received.  
When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
- (6) File number : 001 to 255 (If the communication is stored into memory, a file number is assigned for each communication.)
- (7) Duration of communication
- (8) Type of communication : "XMT" means Transmission or Polled  
: "RCV" means Reception  
: "POL" means Polling
- (9) Remote station identification : Name : Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID.  
: **2** number : Dialed telephone number (PIN code will not be shown)  
Number : Remote station's ID number.
- (10) Communication date
- (11) Communication Start time
- (12) Diagnostic : For service personnel only
- (13) Own LOGO : Up to 25 characters
- (14) Own ID number : Up to 20 digits
- (15) Own Character ID : Up to 16 characters

## Sample Individual Transmission Journal (IND. XMT JOURNAL)

***** -IND. XMT JOURNAL- *****		DATE 08-DEC-1993	***** TIME 12:00 *****
(1)	DATE/TIME	= 08-DEC-1992 09:00	
(2)	JOURNAL NO.	= 21	
(3)	COMM. RESULT	= OK	
(4)	PAGE(S)	= 001	
(5)	DURATION	= 00:00'16	
(6)	FILE No.	=	
(7)	MODE	= TRANSMISSION	
(8)	DESTINATION	= [01] / 37 /ABCDEFG	
(9)	RECEIVED ID	=	
(10)	RESOLUTION	= STD	
(11) -PANASONIC			
*****-HEAD OFFICE		*****	201 555 1212- *****
(13)		(12)	

7

### Explanation of Contents

- (1) Transmitted date and time
- (2) Journal number
- (3) Communication result
  - : "OK" indicates that the transmission was successful.
  - : "S-OK" indicates that **STOP** was pressed during transmission.
  - : "P-OK" indicates that memory overflow or document misfeeding occurred when storing the documents in memory to send the document(s) but the successful stored document(s) was sent.
  - : 3-digit information code (see page 124) appears when there was a problem.
- (4) Number of pages transmitted or received
  - : The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two three-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
- (5) Duration of communication
- (6) File number
  - : 001 to 255 (When the communication is stored into memory, a file number is assigned for each communication.)
- (7) Type of communication
- (8) Destination
  - : Transmission or memory transmission
  - : If a One-Touch or **ABBR** was used for the transmission:  
One-Touch or ABBR. No./Telephone Number/Recorded Name
  - : If not : Telephone number
- (9) Received remote station's ID
- (10) Resolution
  - : Character ID/ID number
  - : "STD" means standard resolution
  - : "FINE" means fine resolution
  - : "S-FINE" means super fine resolution
- (11) Own LOGO
- (12) Own ID number
- (13) Own Character ID
  - : Up to 25 characters
  - : Up to 20 digits
  - : Up to 16 characters

# Journals and Lists

## Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify if transmission or polling was successful or not. You may select the printout condition (Off/Always/Inc. only) in Function 8-1, see page 41.

### Sample COMM. JOURNAL

***** -COMM. JOURNAL- ***** DATE 08-DEC-1993 ***** TIME 12:00 ***** P.1											
(1) MODE = MEMORY TRANSMISSION FILE NO. = 079 (4)				(2) START=08-DEC 11:50				(3) END=08-DEC 12:00			
(5) NO.	(6) COM	(7) ABBR/NTWK	(8) STATION NAME/ TELEPHONE NO.	(9) PAGES	(10) PRG.NO.	(11) PROGRAM NAME	(12) RLY STN				
001	OK	[01]	SERVICE DEPT.	001/001							
002	OK	[02]	SALES DEPT.	001/001							
003	OK	[03]	ACCOUNTING DEPT.	001/001							
004	INC	☎	021 111 1234	000/001							
(13) -PANASONIC											
***** -HEAD OFFICE- (15)				***** - (14)				201 555 1212- *****			

### Explanation of Contents

- (1) Indication of communication mode
- (2) Starting time of communication
- (3) Ending time of communication
- (4) File number
- (5) Communication number : 001 to 255 (When the communication is stored into memory, a file number is assigned for each communication.)
- (6) Communication result : "OK" indicates that the transmission was successful.  
"R-OK" indicates that the transmission to the Relay Station was successful.  
"INC" indicates that the transmission was not completed.
- (7) Abbreviated number or ☎ mark : ☎ mark indicates dialed by direct number dial.
- (8) Recorded name in One-Touch, ABBR. or direct dialling number
- (9) Number of pages transmitted or received : The 3-digit number is the number of pages successfully transmitted or received.  
When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
- (10) Program key number
- (11) Recorded name in the Program key
- (12) Relay Station's ABBR. NO./Network Address
- (13) Own LOGO : Up to 25 characters
- (14) Own ID number : Up to 20 digits
- (15) Own Character ID : Up to 16 characters

# Journals and Lists

## One-Touch/Abbreviated List

To print a One-Touch/Abbreviated Number List of the telephone numbers you have stored.



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# Journals and Lists

## Sample One-Touch List

*****-ONE-TOUCH LIST-*****			DATE 08-DEC-1993 ***** TIME 12:00 ***** P.1			
(1) ONE- TOUCH	(2) STATION NAME	(3) TELEPHONE NO.	(8) NETWORK ADRS	(9) RELAY STN.	(10) RELAY ADRS	(11) ONE STN XMT
<01>	SERVICE DEPT.	121 555 1234	2000	YES	20	DIRECT
<02>	SALES DEPT.	222 666 2345	2001	NO	20	DIRECT
<03>	ACCOUNTING DEPT	313 333 3456	2002	NO	20	DIRECT
(see Note)						
NO. OF STATIONS = 03 (4)						
[ OWN TELEPHONE NO.=12345678 (12) ]						
[ OWN NETWORK ADDRESS=1000 (13) ]						
[ NETWORK PASSWORD=9999 (14) ]						
(see Note)						
(5) -PANASONIC						
*****-HEAD OFFICE			***** - 201 555 1212- *****			
(7)			(6)			

## Sample ABBR. Number List

*****-ABBR. NO. LIST-*****			DATE 08-DEC-1993 ***** TIME 12:00 ***** P.1			
ABBR NO.	STATION NAME	TELEPHONE NO.	NETWORK ADRS	RELAY STN.	RELAY ADRS	ONE STN XMT
[01]	ENG. DEPT.	888 555 1234	3000	YES	30	DIRECT
[02]	PURCHASE DEPT.	999 666 2345	3001	NO	30	DIRECT
[03]	REGULATION DEPT	777 333 3456	3002	NO	30	DIRECT
(see Note)						
NO. OF STATIONS = 03						
[ OWN TELEPHONE NO.=12345678 ]						
[ OWN NETWORK ADDRESS=1000 ]						
[ NETWORK PASSWORD=9999 ]						
(see Note)						
-PANASONIC						
*****-HEAD OFFICE			***** - 201 555 1212- *****			
(7)						



**Note:** These information will be printed if the setting of Fax Parameter No. 41 (RELAYED XMT REQUEST) or No. 42 (CONF. PARAMETER) is set to "Valid".

# **Journals and Lists**

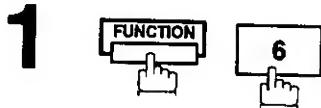
## **Explanation of contents**

(1) One-Touch number or Abbreviated number	: <nn> = One-Touch number, [nn] =Abbreviated number
(2) Station name recorded in the machine	: Up to 15 characters
(3) Telephone number recorded in the machine	: Up to 36 digits
(4) Number of recorded One-Touch and ABBR. numbers	
(5) Own LOGO	: Up to 25 characters
(6) Own ID number	: Up to 20 digits
(7) Own Character ID	: Up to 16 characters
(8) Network Address	: Four-digit
(9) Relay Station	: Yes/No
(10) Relay Address	: Two-digit
(11) One Station XMT	: Relay/Direct
(12) Own telephone number	: Up to 36 digits
(13) Own Network Address	: Four-digit
(14) Network Password	: Four-digit

# Journals and Lists

## Program List

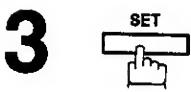
To print out a Program List of the Dialling Patterns that you have previously entered into the Program Keys.



PRINT OUT (1-7)  
ENTER NO. OR A V



3 : PROGRAM LIST?  
PRESS SET TO PRINT



\* PRINTING \*  
PROGRAM LIST

### Sample Program List

*****-PROGRAM LIST-***** DATE 08-DEC-1993 ***** TIME 12:00 ***** P.1				
(1) PROGRAM	(2) PROGRAM NAME	(3) TYPE	(4) TIMER	(5) ABBR. NOS.
[P1]	TIMER XMT	XMT	12:00	[01]
[P2]	TIMER POLL	POLL	19:00	[02]
[P3]	PROG. A	POLL	-----	[01], [02]
[P4]	PROG. B	ABBR/GRP	-----	[01], [02], [03]
(6) -PANASONIC				
*****-HEAD OFFICE (8) *****				
(7) 201 555 1212- *****				

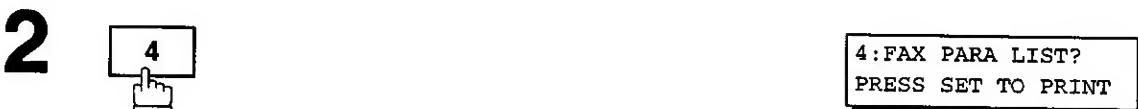
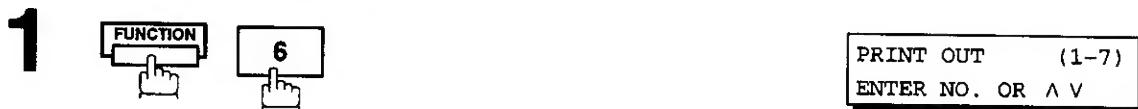
### Explanation of Contents

- (1) Program key : P1 to P4
- (2) Program name : Up to 15 characters
- (3) Type of communication : "XMT" indicates transmission.  
"POLL" indicates polling.  
"ABBR/GRP" indicates that the Program key is programmed as a group key.  
"ONE-TOUCH" indicates that the Program key is programmed as a One-Touch key.
- (4) Timer : Indicates the starting time.  
"----" indicates that the Program key contains "non-deferred" program.
- (5) Numbers recorded in the program : One-Touch/ABBR. numbers
- (6) Own LOGO : Up to 25 characters
- (7) Own ID number : Up to 20 digits
- (8) Own Character ID : Up to 16 characters

## Journals and Lists

## FAX Parameter List

### To print out a FAX Parameter List:



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## Sample FAX Parameter List

\*\*\*\*\* -FAX PARAMETER LIST- \*\*\*\*\* DATE 08-DEC-1993 \*\*\*\*\* TIME 20:00 \*\*\*\*\*

(1) PARAMETER NUMBER	(2) DESCRIPTION	(3) SELECTION	(4) CURRENT SETTING	(5) STANDARD SETTING
01	ORIGINAL (HOME)	(1:Normal 2:Light 3:Dark)	1	1
02	RESOLUTION (HOME)	(1:Standard 2:Fine 3:S-Fine)	2	1
04	STAMP (HOME)	(1:Off 2:On)	1	1
{	{	{	{	{
47	REMOTE RCV	(1:Invalid 2:Valid)	2	2
52	REMOTE DIAGNOSTIC	(1:Invalid 2:Valid)	1	1
53	OPTION MEMORY	(512K+None) (6)		

(7)  
-PANASONIC

\*\*\*\*\* -HEAD OFFICE - \*\*\*\*\* 201 555 1212- \*\*\*\*\*

(9) (8)

## **Explanation of Contents**

(1) Parameter number		(5) Standard setting	: Factory preset standard setting
(2) Description	: "(HOME)" means home position setting.	(6) Memory sizes	: (Base memory + option memory)
(3) Selection		(7) Own LOGO	: Up to 25 characters
(4) Current setting	: "----" indicates code or password is not set. When the code or password is set, it is shown in parenthesis. When RCV To Memory Password is set,  is shown in parenthesis.	(8) Own ID number	: Up to 20 digits
		(9) Own Character ID	: Up to 16 characters

# Journals and Lists

## Power Failure Report

This unit has a built-in rechargeable battery installed to retain the document information for up to 1 hour when a power failure occurs.

However, if the battery system has problems, the document information might be lost. In this case, a Power Failure Report will be printed automatically for each file separately after the Power is turned ON again. This report is not printed if there were no files in the memory.

### Sample Power Failure Report

```
*****-PWR FAILURE REP- ***** DATE 08-DEC-1993 ***** TIME 12:00 ***** P.1
POWER FAILURE OCCURRED
MODE = MEMORY TRANSMISSION (1)
FROM *** 08-DEC-1993 10:00'24 *** (2)
TO *** 08-DEC-1993 12:00'26 *** (3)
FOLLOWING FILE HAS BEEN LOST.

(4) (5) (6) (7) (8) (9) (10)
FILE NO. ABBR/NTWK STATION NAME/ PAGES PRG.NO. PROGRAM NAME RLY STN
              TELEPHONE NO.

001 [04] ENGINEERING DEPT. 000/005
              (11)
              -PANASONIC
*****-HEAD OFFICE -***** ~ 201 555 1212- *****
(13) (12)
```

### Explanation of Contents

- (1) Communication mode
- (2) Power failure date and time
- (3) Power return date and time
- (4) File number : 001 to 255.
- (5) One-Touch number, ABBR. number and network address if entered : <nn> = One-Touch number, [nn] = Abbreviated number
- (6) Station name in the One-Touch/ABBR. key or telephone number
- (7) Number of pages stored : The first three-digit number represents the number of pages successfully transmitted. The second three-digit number represents the number of pages stored into memory.
- (8) Program key : P1 to P4
- (9) Program name
- (10) Relay station : If this file is stored for relayed transmission, the ABBR. number and network address of relay station is printed in the column.
- (11) Own LOGO : Up to 25 characters
- (12) Own ID number : Up to 20 digits
- (13) Own Character ID : Up to 16 characters

# Troubleshooting

## If You Have Any of These Problems

Mode	Symptom	Action	Page
During Installation Problem	The display is blinking	Battery discharged completely. This may happen at first installation. After setting the clock, the blinking will stop.	--
During Transmission Problems	Document doesn't feed/multiple feed	1. Check that your document is free of staples and paper clips, and that it is not greasy or torn. 2. Check that your document is the right type to send through a fax machine by consulting the list on "Documents You Cannot Send". If your document has the characteristics listed, make a photocopy of your document and send the copy instead. 3. Check that the document is loaded properly. 4. Adjust the ADF Pressure Plate.	37 38 132
	Document jam	The information code 031 will appear on the display if the document becomes jammed.	127
	Does not stamp	1. Check if Stamp LED is lit. 2. Check Fax parameter No. 04 and No. 28 settings.	40 33,34
	Stamp too light	Replace stamp or refill ink.	133
Transmission Copy Quality Problems	Vertical lines on the transmitted document	Check own copy quality. If copy is OK, your machine has no problem, report to receiving party that they have a problem. If copy is NG, clean the Document Scanning Area.	131
	Transmitted document is blank	1. Make sure the document is set face down. 2. Check own copy quality. If copy is OK, your machine has no problem, report to receiving party that they have a problem.	--
During Reception Problems	No recording paper	The information code 010 will appear on the display if the paper runs out.	17
	Recording paper jam	The information code 001, 002 or 016 will appear on the display if the paper gets jammed.	126
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Cassette. Follow instructions for loading paper.	17
	Recording paper doesn't eject after printing	Check to see if the recording paper is jammed inside of the machine.	126
	Document auto reduction doesn't work	Check Print Reduction settings.	62
	Out of ink	The information code 015 will appear on the display if the Print Cartridge runs out of ink.	15

# Troubleshooting

Mode	Symptom	Action	page
Print Copy Quality Problems	Vertical lines printing on the received document	Printout a Journal report (e.g. FUNCTION, 6, 1 and SET) and check quality to make sure if your machine has trouble or not. If Journal report quality is OK, your machine has no problem, report to sending party that they have a problem. If copy is NG, replace the Print Cartridge.	111 128
	Fuzzy print	1. Make sure you are using the correct paper for the best possible print quality. 2. Try reversing the recording paper to the other side.	137
	Missing dots or lines/inconsistent darkness within print	1. Make sure you are using the correct paper for the best possible print quality. 2. Replace Print Cartridge.	137 15
Print Copy Quality Problems	Fading print	The Print Cartridge may be running out of ink. Replace Print Cartridge.	15
	Faint print	You may need to choose a different paper for the best possible print quality.	137
Communication Problems	No dial tone	1. Check the connection of telephone line. 2. Check the telephone line.	134
	No auto answer	1. Check the connection of telephone line. 2. Check Reception mode setting. 3. Check if machine is printing a report. (e.g.: 32 Transaction Journal, Fax Parameter List). If machine is printing a report, machine cannot receive until printing is completed. 4. If the printed document is 32nd Transaction, machine will usually print the 32 Transaction Journal automatically after printing out the document. In this case, machine cannot receive until the 32 Transaction Journal has been printed.	134 56
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.	124
No Unit Operation	No unit operation	To reset the machine, turn-off the Power Switch for a few second then turn-on again.	

# Troubleshooting

Mode	Symptom	Action	page
<b>TAM Interface Trouble In Unattended TAM I/F Mode</b>	Cannot utilize the remote turn-on feature of the telephone answering machine (TAM). The fax machine always answers after the 8th ring.	This feature is not compatible. The fax machine is designed to answer after 8 rings if the TAM does not answer.	--
	Fax machine will not start up when the telephone answering machine is set to give only an outgoing message (OGM).	TAM give outgoing announcement only is not compatible. The fax machine will work with a TAM that will record Incoming message (ICM).	--
	A beep...beep sound is recorded on the telephone answering machine.	Speak a little slower between each word while recording an outgoing message (OGM).	--
	Fax machine start up in the middle of the outgoing message even through the caller wants to leave a voice message.	Make sure the outgoing message (OGM) does not have a silent pause longer than 5 seconds.	--
	Cannot record any incoming message (ICM). The fax machine always starts up at the end of the OGM and before the tape advances to the end of last ICM.(Your TAM only uses a single cassette tape to give OGM and to record ICM.)	Set Fax Parameter No. 20 (Silent Detection) to "Invalid". And, instruct the calling party to press * twice on their touch-tone phone during the OGM to start up your fax machine remotely.	34
	Cannot receive from a machine that does not send CNG signal (a short beep tone every 3 seconds) after dialling.	Set Fax Parameter No. 20 (Silent Detection) to "Valid". Or, Instruct the calling party to press * twice on their touch-tone phone during the OGM to start up your fax machine remotely.	34
	Cannot retrieve message from the answering machine remotely, the fax machine always starts up after the command code is entered.	Set Fax Parameter No. 20 (Silent Detection) to "Invalid".	34
	Cannot receive a fax message, but can record voice message.	Check your outgoing message, if it is too long, the calling fax machine may have timed out. Try shorten your outgoing message to less than 15 seconds, or ask the calling party to program your telephone number in their fax machine with 3 pauses and a "#" at the end.(ex. 5551212 PAUSE PAUSE PAUSE #)	--
	Fax machine will not start to receive with the telephone answering machine in the auto-answer mode.	Increase the ring count for detection on the telephone answering machine.	--

# Troubleshooting

## Information Codes

When something unusual occurs, the display may show one of the Information Codes below. These will help you to identify and correct the problem.

Info. Code	Meaning	Action	Page
001/002	Recording paper jam.	Remove jammed paper.	126
010	No recording paper.	Load the paper.	17
014	Print Cartridge is not installed.	Install the Print Cartridge.	15
015	Out of ink.	Replace the Print Cartridge.	15
016	Print Cartridge Cradle can not move.	Paper jam may occur. Remove jammed paper.	126
030	Document misfeeding.	1. Reload the document properly. 2. Remove document jam. 3. Adjust ADF.	38 127 132
031	Document paper is too long or jammed. Document length exceeds 78.8 inches (2 meters).	1. Reload the document properly. 2. Remove document jam.	38 127
060	Printer Cover is opened.	Close the Printer Cover.	--
061	ADF Door is opened.	Close the ADF Door.	--
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with other party. 2. Reload the document and send again.	--
401	Remote Station required Receiving Password to receive the document. Remote Station does not have Confidential Mailbox.	Check with the remote station.	--
402	During initial handshake, communication error occurred.	Reload the document and send again.	--
403	No polling capability at the remote side.	Ask remote side to set "POLLED=ON".	--
404/405	During initial handshake, communication error occurred.	Reload the document and send again.	--
406	Transmission Password does not match. Receiving Password does not match. Received from an unauthorized station in Selective Reception mode.	Check the password or the telephone number in One-Touch or Abbreviated station.	85 86
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	--
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again.	--
411	Polling password does not match.	Check polling password.	69
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match.	Check polling password.	69
415	Polling transmission error.	Check polling password.	69
416/417 418/419	Received data has too many errors.	Check with the other party.	--

# Troubleshooting

Info. Code	Meaning	Action	Page
420	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	--
422/427	Interface is incompatible.	Check with the other party.	--
430/434	Communication error occurred while receiving.	Check with the other party.	--
436/490	Received data has too many errors.	Check with the other party.	--
456	<ul style="list-style-type: none"> <li>• Unit received a confidential document or requested to be polled of a confidential document under any of following conditions.           <ul style="list-style-type: none"> <li>1) Memory does not have enough space to receive the confidential document.</li> <li>2) Confidential Mailbox file is full (7 files).</li> <li>3) While printing received document.</li> </ul> </li> <li>• Unit was requested to relay a document.</li> </ul>	1. Printout File List then check the contents. 2. Wait a moment until finishing the printing.	78
492/493 494	Communication error occurred while receiving.	Check with the other party.	--
495	Telephone line disconnected.	Check with the other party.	--
540/541 542 543/544	Communication error occurred while transmitting.	1. Reload the document and send again. 2. Check with the other party.	--
550	Telephone line disconnected.	Check with the other party.	--
552/553 554/555	Communication error occurred while receiving.	Check with the other party.	--
623	No document was on the ADF.	Reload the document and send again.	--
630	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.	--
631	During dialling, <b>STOP</b> was pressed.	Reload the document and send again.	--
634	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	18
870	Memory overflow occurred while storing documents into memory for transmission.	Transmit documents without storing into memory. Order additional memory option.	42
879	Memory overflow occurred while receiving documents into memory. Receiving documents with data that is greater than the memory size.	Check recording paper and print cartridge.	15 17
975	DRAM parity error. The document information in memory is lost.	1. Unit will print out a Power Failure Report. 2. Resend the lost document.	120

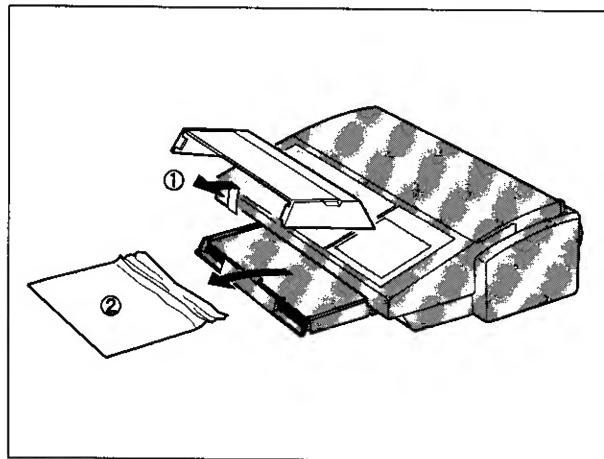
# Troubleshooting

## Clearing Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show Information Code 001, 002 or 016.

### To clear the jam, Info. Code 001

**1**



① Remove the Recording Paper Cover.

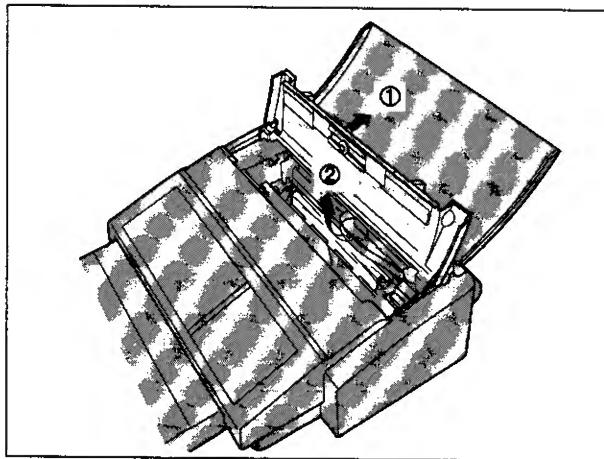
② Remove the jammed paper.

③ Press **STOP**.

④ Re-install the Recording Paper Cover.

### To clear the jam, Info. Code 002 or 016

**2**



① Open the Printer Cover.

② Remove the jammed paper.

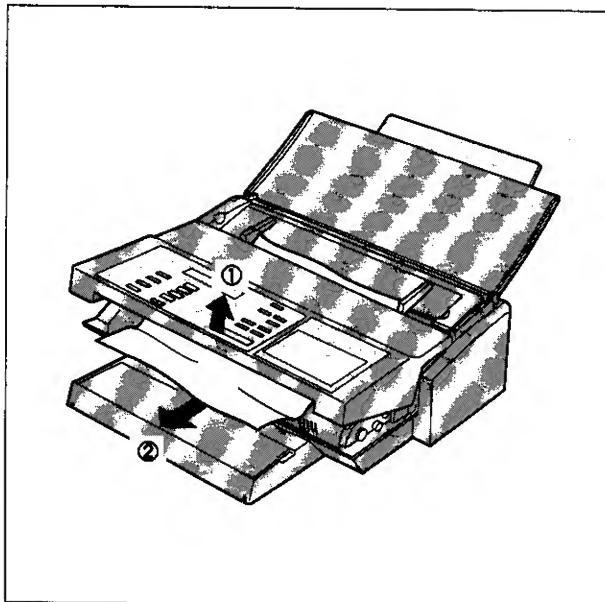
③ Close the Printer Cover.

# Troubleshooting

## Clearing a Document Jam

If a document becomes jammed in the machine, the display will show the Information Code 031.

To clear the jam



- ① Remove the documents from ADF and open the ADF Door.
- ② Remove the jammed paper.
- ③ Close the ADF Door.

# Troubleshooting

## Replacing the Print Cartridge

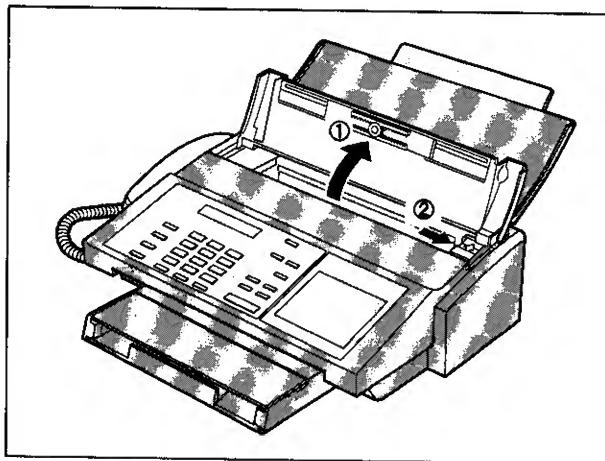
When the ink decreases to a level requiring replacement, the display shows the code 015.



**Note:** If your machine detect Out-of-ink even though the cartridge has still enough ink, remove the cartridge and shake the cartridge up and down until the ink is jetted from the nose. Then, re-install the cartridge.

To replace the Print Cartridge

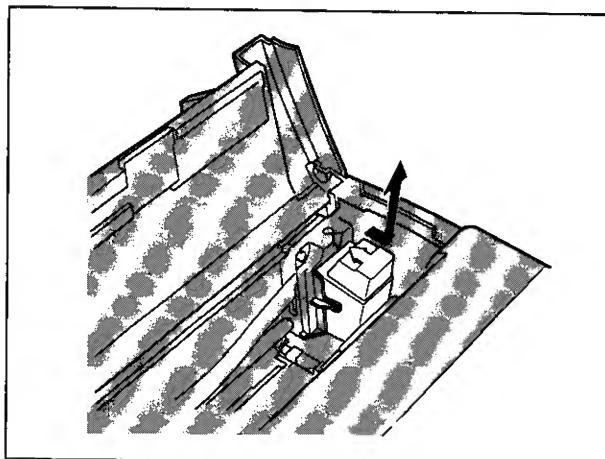
**1**



① Open the Printer Cover.

② Slide the Cradle to the right.

**2**



① Pull the Cartridge forward until the Cartridge "pops" loose. Lift the Cartridge out of the Cradle by the green arrow on the top of the Cartridge and discard it.

② Set new Cartridge, then close Printer Cover.  
(see page 15)

**Maintaining Print Quality** : Keep the print cartridge in the cradle at all times. Removing the cartridge will expose it to air, causing the ink to evaporate, and degrade the print quality. Keep the print cartridge in its "home" position when the printer is not being used. Leaving it out of position will cause the ink to evaporate quickly.

**Storing Print Cartridge** : The following instructions will help you when storing unused print cartridges.

- Keep the print cartridge in its sealed container until you are ready to use it.
- Store the print cartridge container at room temperature.
- Check the expiration date on the cartridge package and use before that date.
- Install the print cartridge in the cradle immediately after opening the sealed container.

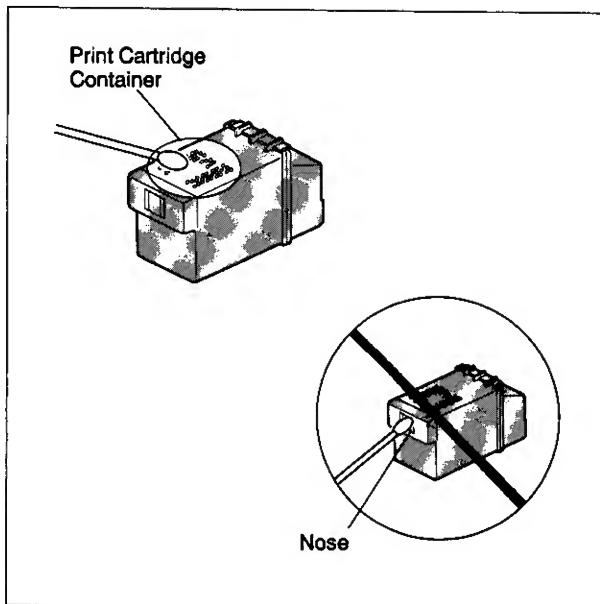
# Troubleshooting

## Cleaning the Print Cartridge Contact

If the received document has dots or lines missing, check the Print Cartridge.

To clean the Print Cartridge

1



① Turn off the power. (see page 18)

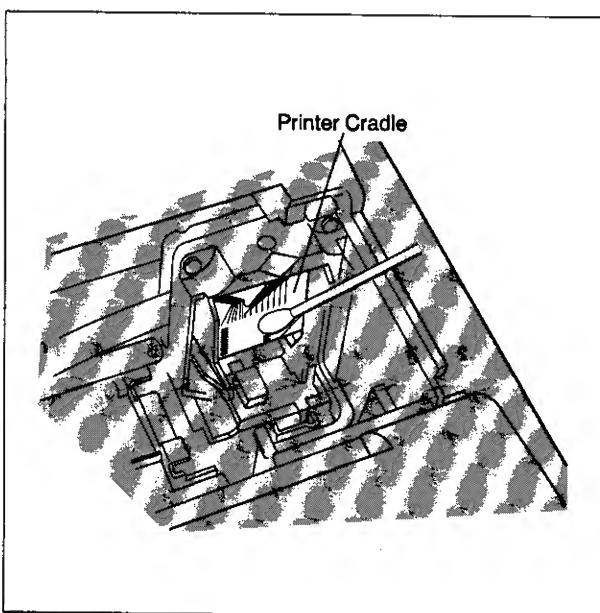
② Open the Printer Cover. (see page 15)

③ Remove the Cartridge from the Cradle. Gently clean the contact on the Printer Cartridge with a swab moistened only with water.

**DO NOT clean the "Nose" of the Printer Cartridge.**

8

2



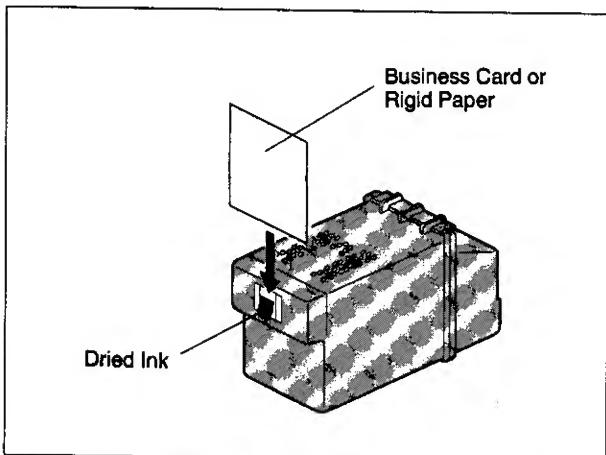
① Gently clean the contact on the Printer Cradle with a swab moistened only with water.

② Re-install the Printer Cartridge and reevaluate the print quality.

# Troubleshooting

## Removing Dried Ink from the Print Cartridge Contact

If print cartridge is exposed to air for an extended period of time, a layer of dried ink will form as crust on the nose of the print cartridge. If this occurs, follow the steps below to remove the dried ink from the nose of the print cartridge.



- ① Hold the print cartridge over a waste can so that the nose of the print cartridge is pointed toward the waste can.
- ② Gently scrape the dried ink with the edge of a business card or other rigid paper stock so that the dried ink falls into the waste can.

**DO NOT use a swab to remove dried ink from print cartridge.**

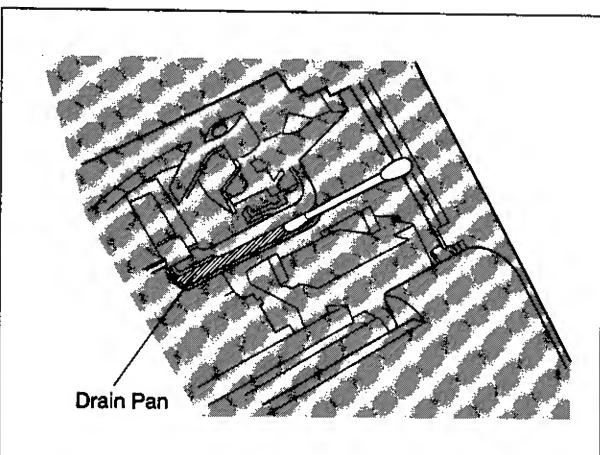


**Note:** It is recommended to make a copy on the machine at least once a week to prevent ink from drying on the nose of the print cartridge.

## Cleaning the Drain Pan

To prevent spillage, always clean the Drain Pan of excess ink before moving the machine.

To clean the Drain Pan



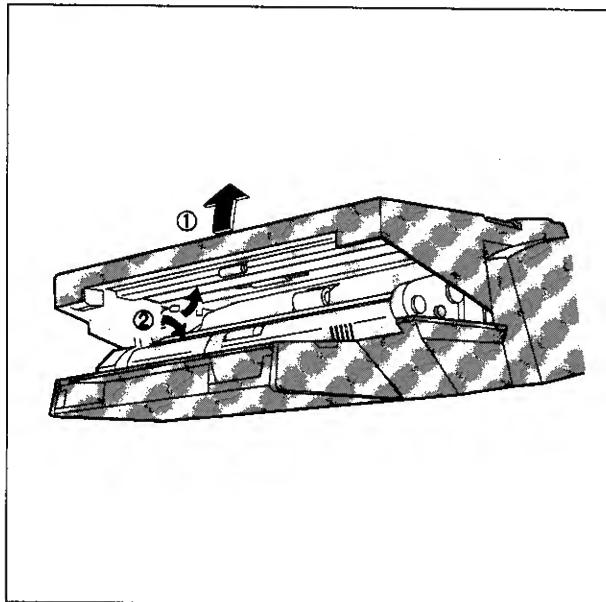
- ① Open the Printer Cover.
- ② Remove Print Cartridge.
- ③ Inspect the Drain Pan for excess ink. If necessary, clean up the excess ink with a swab or a paper towel.

# Troubleshooting

## Cleaning the Document Scanning Area

If the receiving party reports that the received documents were black, or contained black lines, try making a copy on your unit to verify. If the copy is black or has black lines, the document scanning area is probably dirty and must be cleaned.

To clean the scanning area



① Open the ADF Door.

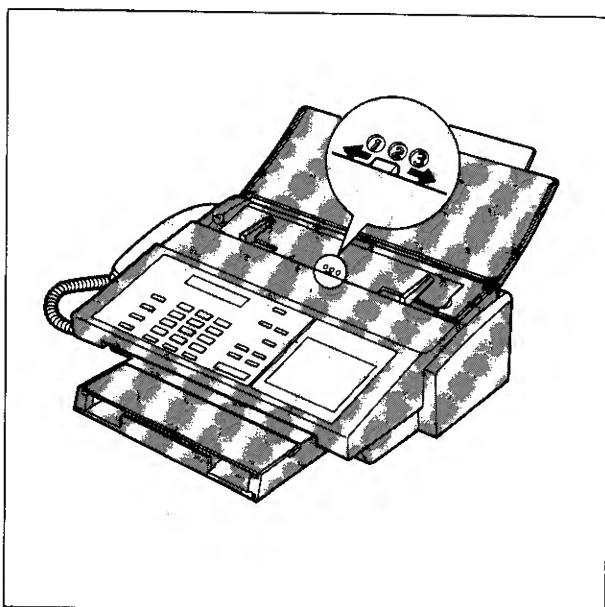
② Wipe the scanning area gently with a soft cloth or gauze wet with ethyl alcohol. Be sure to use a clean cloth, the scanning area can be easily scratched.

# Troubleshooting

## Adjusting the Automatic Document Feeder (ADF)

If document misfeeding occurs frequently, we suggest you to adjust the ADF.

To adjust the ADF



Slide the Pressure Adjusting Lever to the desired position depends on the condition.

Position	Condition
1	To prevent no feed trouble
2	Standard position
3	To prevent multiple feed trouble

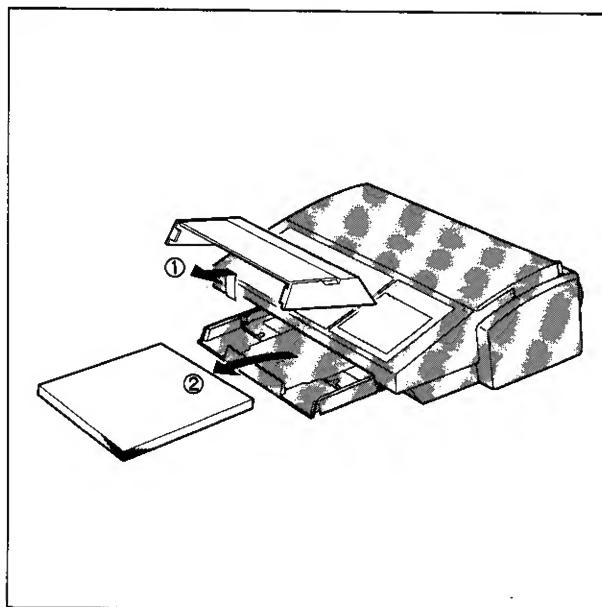
# Troubleshooting

## Verification Stamp

The Verification Stamp contains ink. When the stamp mark appears faded or hard to see, the stamp should be replaced or refilled with ink.

To remove the stamp

1

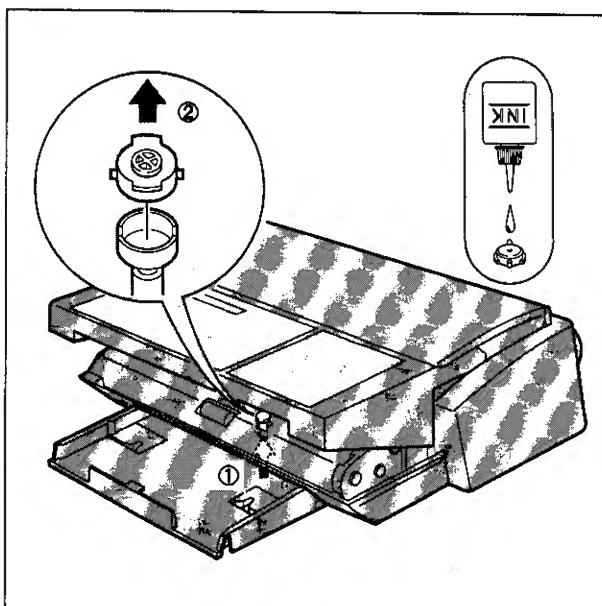


① Remove the Recording Paper Cover.

② Remove the Recording Paper.

8

2



① Push up on the Stamp Shaft from under the machine. Then, remove it.

② Remove the Verification Stamp. Replace the stamp with a new one or refill the stamp with a few drops of the specified ink into the back of the stamp.



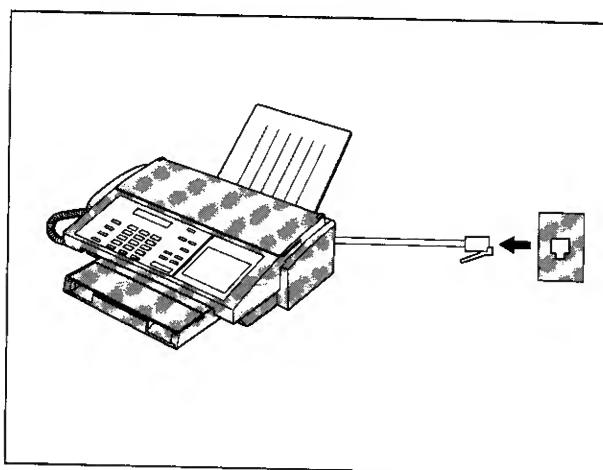
**Note:** Please contact your local Panasonic dealer to purchase a new stamp. See page 138 for order number.

# Troubleshooting

## Checking the Telephone Line

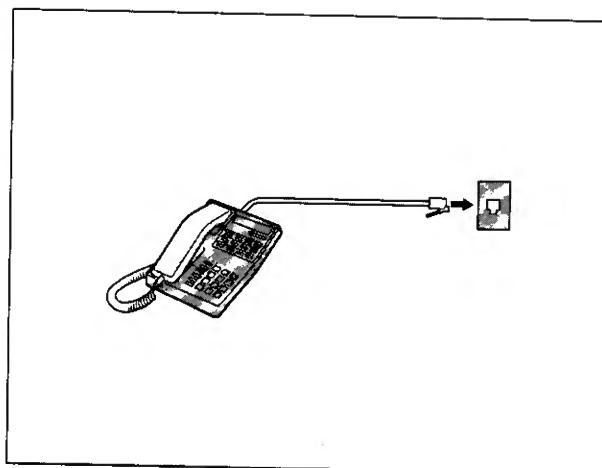
When you do not hear a dial tone through the telephone connected to the machine or when the telephone does not ring (No automatic receive).

**1**



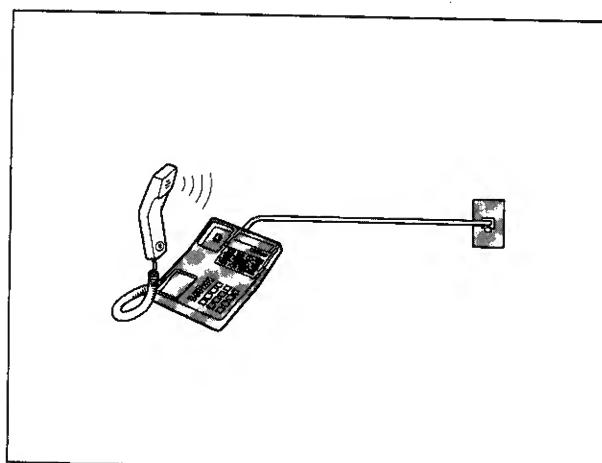
Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.

**2**



Plug a different regular telephone into the same telephone jack.

**3**



Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

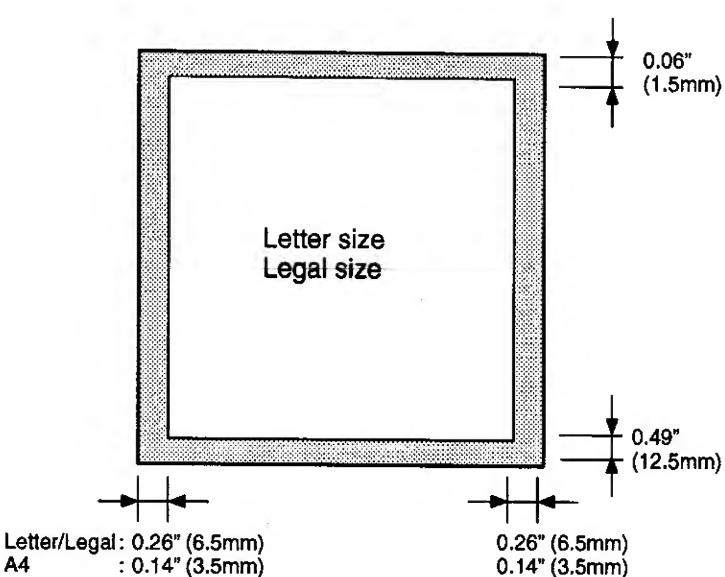
or

Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

# Specifications

<b>Compatibility</b>	CCITT Group 3										
<b>Scanning Method</b>	Flat bed scanning with CCD type image sensor										
<b>Document Size</b>	Max. : 280 mm x 2000 mm (with operator's assistance) Min. : 148 mm x 128 mm										
<b>Document Thickness</b>	Single sheet : 0.06mm (45 g/m <sup>2</sup> ) to 0.15mm (112 g/m <sup>2</sup> ) Multiple sheets : 0.06mm (45 g/m <sup>2</sup> ) to 0.12mm (75 g/m <sup>2</sup> )										
<b>ADF Capacity (Automatic Document Feeder)</b>	Built-in, up to 30 sheets Note : The document limitation to send multiple pages is as follows.										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">Document Size</th> <th style="text-align: center; padding: 2px;">Document Thickness</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">Up to 20 pages</td> <td style="text-align: center; padding: 2px;">Up to 280 mm x 364 mm</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Up to 30 pages*</td> <td style="text-align: center; padding: 2px;">A4 size or Letter size</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 2px;">0.06 mm to 0.12 mm</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 2px;">0.06 mm to 0.10 mm</td> </tr> </tbody> </table>	Document Size	Document Thickness	Up to 20 pages	Up to 280 mm x 364 mm	Up to 30 pages*	A4 size or Letter size		0.06 mm to 0.12 mm		0.06 mm to 0.10 mm
Document Size	Document Thickness										
Up to 20 pages	Up to 280 mm x 364 mm										
Up to 30 pages*	A4 size or Letter size										
	0.06 mm to 0.12 mm										
	0.06 mm to 0.10 mm										
	<small>*Paper that have rough surface may not be able to utilize all 30 pages even if the size and thickness specification are met.</small>										
<b>Effective Scanning Width</b>	252 mm										
<b>Recording Method</b>	Thermal Inkjet Recording Head										
<b>Recording Paper</b>	Plain Paper										
<b>Recording Paper Size</b>	Letter / Legal / A4										
<b>Effective Recording Size</b>	Letter : 203 mm x 265 mm A4 : 203 mm x 283 mm Legal : 203 mm x 342 mm										

## Print Margin



# Specifications

<b>Recording Paper Capacity</b>	Approx. 100 sheets (using 75 g/m <sup>2</sup> paper)		
<b>Resolution</b>		<u>Horizontal</u>	<u>Vertical</u>
CCITT Standard mode	203 pels/inch (8 pels/mm)	x	98 lines/inch (3.75 lines/mm)
CCITT Fine mode	203 pels/inch (8 pels/mm)	x	196 lines/inch (7.7 lines/mm)
CCITT Super Fine mode (Transmission only)	203 pels/inch (8 pels/mm)	x	392 lines/inch (15.4 lines/mm)
CCITT 300dpi mode (Reception only)	300 pels/inch (11.8 pels/mm)	x	300 lines/inch (11.8 lines/mm)
<b>Coding Scheme</b>	MH, MR, MMR (Conform to CCITT)		
<b>Modem Type</b>	CCITT V.29, V.27 ter and V.21		
<b>Modem Speed</b>	9600, 7200, 4800, 2400 and 300 bps		
<b>One-Touch/Abbreviated Dialling Memory Capacity</b>	100 stations (including 24 One-Touch keys and 4 Program keys) Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name		
<b>Image Memory Capacity</b>	Approx. 28 pages (Standard base memory) Approx. 58 pages (with optional 512 KB IC Memory Card) Approx. 88 pages (with optional 1 MB IC Memory Card) Approx. 148 pages (with optional 2 MB IC Memory Card) (Based on CCITT Test Chart No.1 using Standard Resolution)		
<b>Power Supply</b>	180-264 VAC, 47-63Hz, Single Phase : 200 V version (108-132 VAC, 47-63Hz, Single Phase : 100 V version)		
<b>Power Consumption</b>	Standby : Approx. 11W Transmission : Approx. 25W Reception : Approx. 16W Copy : Approx. 29W Max : Approx. 40W		
<b>Dimensions</b>	401 mm (W) x 379 mm (D) x 154 mm (H) (excluding Projections)		
<b>Weight</b>	Approx. 8.3 Kg (excluding consumable supplies and options)		
<b>Operating Environment</b>	Temperature : 5 to 35°C Relative Humidity : 15 to 70%		
<b>Optimum Printing Environment</b>	Temperature : 15 to 35°C Relative Humidity : 20 to 70%		

## Recording Paper Specification

In general, most bond papers will produce excellent results. Most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for.

The following table summarizes the major specifications to consider when selecting white or colored paper.

<b>Basic Weight</b>	60 to 90 g/m <sup>2</sup>
<b>Cut Edge Conditions</b>	Cut with sharp blades, no visible frayed edges
<b>Finishing Dimensions</b>	±0.8 mm of nominal, corners 90° ±0.2°
<b>Grain</b>	Long grain
<b>Moisture Content</b>	4% to 6% by weight
<b>Opacity</b>	84% minimum
<b>Packing</b>	Polylaminated moisture-proof ream wrap
<b>Sizes</b>	Letter : 216 mm x 279 mm A4 : 210 mm x 297 mm Legal : 216 mm x 356 mm
<b>Type</b>	Cut sheet
<b>Wax Pick</b>	304.8 mm minimum (Dimension)



**Note:** It is possible that paper could meet all of the specifications listed above and still not print well because of the variations in paper manufacturing. Therefore, we recommend that you test paper thoroughly before purchasing.

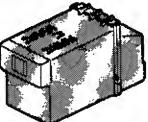
# Options and Supplies

Please contact your local Panasonic dealer for availability.

## A. Options:

Order No.	Picture	Description
UE-410005		Expansion IC Memory Card, 512KB
UE-410006		Expansion IC Memory Card, 1MB
UE-410007		Expansion IC Memory Card, 2MB

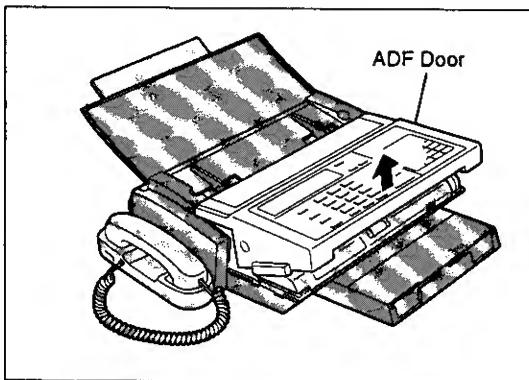
## B. Supplies:

Order No.	Picture	Description
PC-60BK		Print Cartridge
FX-13-2P		Verification Stamp

## Installing Memory Card

Before installation begins, make sure that there is no document file stored in the memory. You may confirm by print out a File List (see page 78). When the memory card is installed, the machine will initialize the document memory, all contents stored in the document memory will be lost.

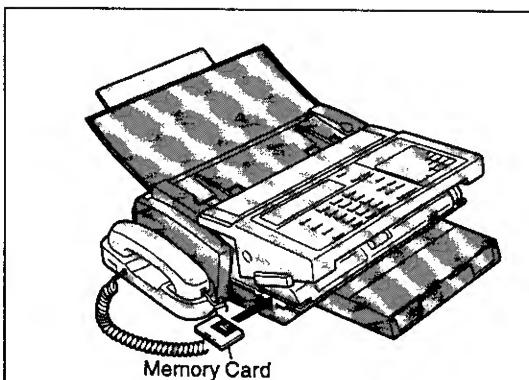
1



① Turn the Power Switch to the "O" (OFF) position.

② Open the ADF Door.

2



① Insert the Memory Card into the card slot with the Panasonic logo facing up.

② Close the ADF Door.

9

3

Turn the Power Switch to the "I" (ON) position. Print out the Fax Parameter List (see page 119) and confirm the memory size on Fax Parameter No. 53. (see page 35)

# Glossary

<b>ABBR. No. (Abbreviated Number)</b>	The ability to store full phone numbers into the dialer and then utilizing a short series of keystrokes to speed dial that number in the future.
<b>ADF (Automatic Document Feeder)</b>	The mechanism that delivers a stack of document pages to the scanner one page at a time.
<b>Auto print reduction</b>	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
<b>BPS (Bits Per Second)</b>	The amount of data that is transmitted over the phone line. Your machine can start at 9600 BPS and automatically steps down to 7200,4800,2400 BPS depending on the phone line condition and the receiving machines capabilities.
<b>C.C.I.T.T.</b>	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
<b>CCITT Test Chart No.1</b>	An industry standard document that allows comparisons of transmission speeds and capabilities of facsimile machines.
<b>Character ID</b>	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.
<b>Character keys</b>	The keys that are used to enter letters and symbols for various programming functions.
<b>Coding scheme</b>	The data compression method used by facsimile machines. Your machine utilized Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR) coding schemes.
<b>COMM. JOURNAL</b>	Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.
<b>Confidential communication</b>	In a network of facsimile machines, a code can be entered to retrieve a document that is stored in memory of a designated relay station.
<b>Confidential XMT Report</b>	The report that gives you information about the transmission of a confidential document to a relay station.
<b>DDD (Direct Distance Dialling)</b>	A telephone service that allows unassisted dialling, no operator assistance is required.
<b>Deferred Polling</b>	The ability to retrieve documents from other stations at a later time.
<b>Deferred Transmission</b>	The ability to send documents to other stations at a later time.
<b>Direct Dialling</b>	The method of dialling where you enter the entire telephone number through the keypad.
<b>Directory Sheet</b>	The list that contains the station names that are programmed into your unit.

<b>DTMF</b> <b>(Dual Tone Multi-Frequency)</b>	Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialling.
<b>ECM (Error Correction Mode)</b>	The ability to correct transmission errors as detected during the transmitting phone call.
<b>End receiving station</b>	In a relay network, the final station designated to receive the document.
<b>FAX Access code</b>	A 4-digit programmable code that prevents unauthorized operation of your Fax.
<b>FAX Parameter List</b>	The list that contains the home FAX parameters settings that you have programmed into your machine.
<b>FAX/TEL Auto Switching</b>	The ability to share a single telephone line for both fax and voice usage.
<b>File</b>	A task that has been stored into the memory of your unit. Examples are deferred transactions.
<b>Fixed print reduction</b>	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
<b>FUNCTION</b>	The control panel key that will be utilized to begin an operation or configuration of a feature.
<b>G3 mode (Group 3)</b>	Refers to the standards and transmission capabilities of the current generation of facsimile machines.
<b>Group dialling</b>	The ability to program many telephone numbers into a single station so that many locations can be dialed in sequence utilizing a single keystroke.
<b>HALFTONE</b>	A scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 64 levels of gray in halftone mode.
<b>Handshaking</b>	The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.
<b>Header</b>	A row of information that is transmitted by the sending machine and printed on the top each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date.
<b>ID</b>	A programmable address of up to 20 digits identifying your machine.
<b>Image memory capacity</b>	This signifies the amount of memory available in your unit capable of storing pages of documents. All page units of measure are based using the CCITT Test Chart No.1.

# Glossary

<b>Individual Transmission Journal</b>	A report that is printed by the transmitting unit stating information regarding the last document transaction.
<b>Information code</b>	A code that is internally generated by your Fax stating a specific operational error or machine failure.
<b>Initial sending station</b>	In a relay network, the station that is originating the document transmission.
<b>Journal</b>	A report that is printed by your unit listing the last 32 transmitting and receiving transactions.
<b>Keypad</b>	A group of numeric keys located on your control panel.
<b>LCD</b>	Liquid Crystal Display. The display area on your machine.
<b>LOGO</b>	Your programmed company name or identification up to 25 alphanumeric characters.
<b>Memory Transmission</b>	The documents are scanned into memory before actual connection to the phone line for transmission.
<b>Modem</b>	A device that converts signal from your fax machine into signals that can be transmitted over telephone lines.
<b>Multi-station transmission</b>	The ability to broadcast the same set of documents to a programmed number of locations.
<b>Multi-file transmission</b>	The ability to store many files into your machines memory before actual telephone connection occurs.
<b>Network address</b>	An individual 4-digit addressing number assigned to a One-Touch/ Abbreviated number that identifies a particular station in the relay network.
<b>Network password</b>	A 4-digit password assigned to a network address to prevent unauthorized stations from accessing a relay station.
<b>Off-hook dialling</b>	The direct dialling of a telephone number with the handset out of the cradle or "off the hook."
<b>On-hook dialling</b>	The direct dialling of a telephone number with the handset in the cradle or "on the hook."
<b>One-Touch dialling</b>	The ability to dial an entire telephone number by pressing one key.
<b>ORIGINAL</b>	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
<b>Panasonic Super Smoothing</b>	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
<b>Polling</b>	The ability to retrieve a document from another facsimile machine.
<b>Polling password</b>	A 4-digit programmed code that enables the security of a document being polled.

# Glossary

<b>Power Failure Report</b>	A report that contains information on the last transaction that took place during a power outage. (This prints only when the memory back-up battery has been discharged.)
<b>Print reduction modes</b>	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
<b>Program keys</b>	Keys that are defined for storing a sequence of stations to be dialed or polled.
<b>PSTN</b>	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
<b>Receiving password</b>	A 4-digit password that is checked before a document is received.
<b>Relay station</b>	A certain type of facsimile machine that can store and forward documents to an end receive station and/or a relay station in another relay network. Your machine cannot be used as a relay station.
<b>Relay network</b>	A group of facsimile machines that communicate via a relay station.
<b>Relay Transmission</b>	Sending a document to a relay station, which in turn, sends the document to the end receiving station.
<b>Relay Transmission Report</b>	A report that contains information regarding the last document transmission to a relay station.
<b>Relay address</b>	A 2-digit addressing code that identifies your machine is programmed in a relay network.
<b>Remote Reception</b>	A function that allows you to activate your fax machine to receive from an extension phone. You may transfer an incoming call to your fax machine from an extension phone by pressing the "*" key twice on a touch tone phone.
<b>RESOLUTION</b>	Relates to the number of dots scanned and printed per certain square. The quality of the image increases as the number of dots per certain square increases.
<b>Selective reception</b>	A function that can be set so that your unit will receive from only those machines programmed into your dialer.
<b>Stored documents</b>	Documents that have been scanned and now are stored in your machine's memory.
<b>Substitute memory reception</b>	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
<b>TAM Interface</b>	A capability of your unit to be connected and operate with a Telephone Answering Machine(TAM).
<b>Transmission reservation</b>	The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.

## Glossary

**Transmission password**

A 4-digit password that is checked when a document is transmitted.

**User parameter**

Programmed parameters that provide information to other stations. Examples are logo, character ID, ID Number, date and time.

**Verification stamp**

A user selectable transmission verification stamp can be placed on scanned documents that are successfully transmitted or stored in memory.

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## **Facsimile Number Directory**

Name \_\_\_\_\_

## Number

## **Facsimile Number Directory**

Name \_\_\_\_\_

### Number

## **Facsimile Number Directory**

Name \_\_\_\_\_

### Number

## **Facsimile Number Directory**

Name \_\_\_\_\_

### Number

Number

## **Facsimile Number Directory**

Name \_\_\_\_\_

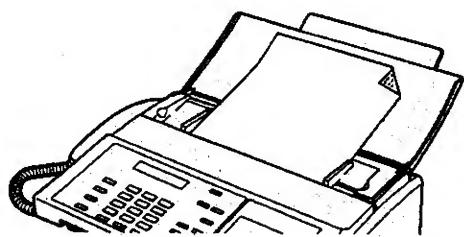
### Number



# QUICK GUIDE UF-322

## How to Set Documents.

Set documents face down and adjust document guides.



You can set the documents on ADF (Automatic Document Feeder) up to 30 pages\* at one time.

\*: (Based on A4 size document, thickness 0.06 mm to 0.10 mm)

The display will show as below when the documents are set properly.

DOCUMENT SET  
ENTER STATION 00%

## How to Send Using Manual Dialling.

Set documents face down.

Enter telephone number.

Your machine starts dialling.

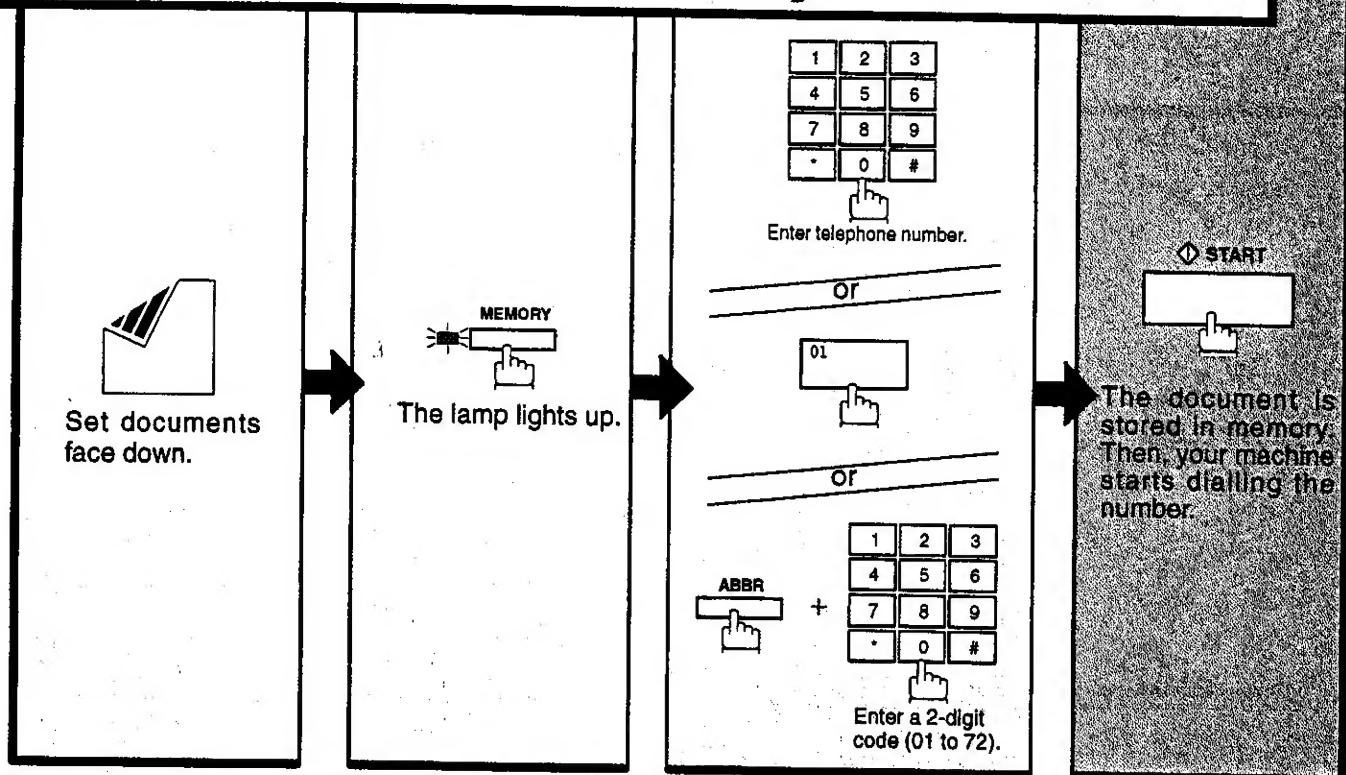
## How to Send Using One-Touch/Abbreviated Key.

Set documents face down.

01  
Or  
ABBR +  
Enter a 2-digit code (01 to 72).

Your machine starts dialling.

# How to Send from Memory.



# How to Print Journals and Reports.

